MASTER IN COMPUER KNOWLEDGE (THEORY + 1600 MCQ)

Topic Name **Page No**

1. FUNDAMENTAL OF COMPUTER + 200 PRACTICE MCQ ---------- 2 - 234
2. COMPUTER MEMORY + 120 PRACTICE MCQ ---------- 235 - 381
3. Computer Input & Output Devices + 100 PRACTICE MCQ ---------- 382 - 508
4. OPERATING SYSTEM (MS WINDOWS) + 100 PRACTICE MCQ ---------- 509 - 638
5. MS WORD + 150 PRACTICE MCQ ---------- 639 - 821
6. MS POWERPOINT + 150 PRACTICE MCQ ---------- 822 - 1000
7. MS EXCEL + 150 PRACTICE MCQ ---------- 1001 - 1176
8. MS ACCESS 50 PRACTICE MCQ ---------- 1177 - 1227
9. Computer Abbreviations 200 PRACTICE MCQ ---------- 1228 - 1430
10. COMPUTER SOFTWARE + 50 PRACTICE MCQ ---------- 1431 - 1502
11. COMPUTER HARDWARE 50 PRACTICE MCQ ---------- 1503 - 1553
12. INTERNTE + 100 PRACTICE MCQ ---------- 1554 - 1686
13. Computer Networks + 50 PRACTICE MCQ ---------- 1687 - 1760
14. OSI MODEL + 30 PRACTICE MCQ ---------- 1761 - 1800
15. COMPUTER SECURITY + 50 PRACTICE MCQ ---------- 1801 - 1873
16. Database Management System (DBMS) + 45 PRACTICE MCQ ---------- 1874 - 1942

MASTER IN COMPUER KNOWLEDGE

RI, ARI, AMIN,SFS, LI, FORESTER, FOREST GUARD

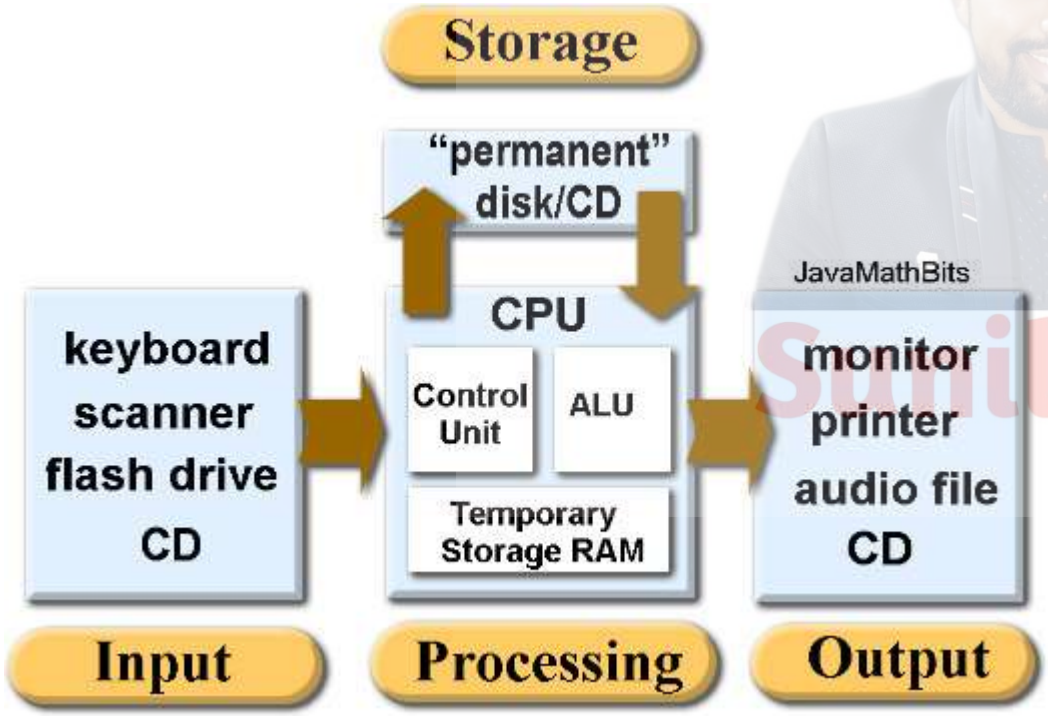
FUNDAMENTAL OF COMPUTER

CLASS - 1

Sunil Sir

What is a Computer?

A **computer** is an electronic device that accepts data from the user, processes it, produces results, displays them to the users, and stores the results for future usage.



JavaMathBits
Sunil Sir

Functions of Computer

There are four main equipment functions of a computer system:

Input, Processing, Storage and **Output**.

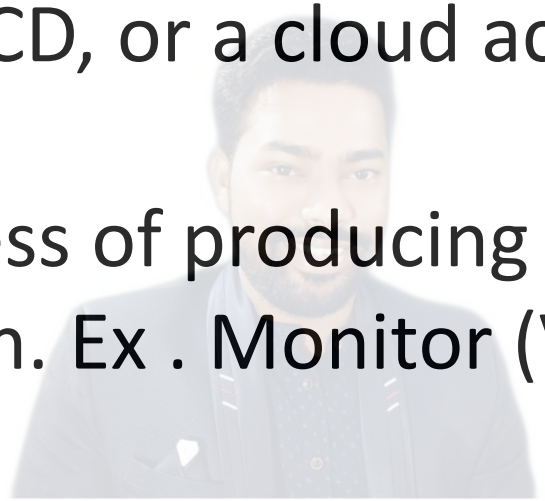
Input: the transferring of information into a computer system; data entry. In addition to the more commonly found methods of input (keyboard, scanner, flash drive, CD),

Processing: the manipulation and control of information (data) within the computer system. The Central Processing Unit (CPU) is the "brain" of a computing device. Manipulations are handled by the Control Unit, the Arithmetic Logic Unit and Temporary Storage.

Sunil Sir

Storage: The means by which information can be "permanently" saved (until such time as you wish to delete it). This storage may be a computer's internal or external storage. Storage usually occurs on a hard drive, flash drive, a CD, or a cloud account.

Output: This is the process of producing results from the data for getting useful information. Ex . Monitor (Visual Display Unit) , Printers , Plotter, Speakers.



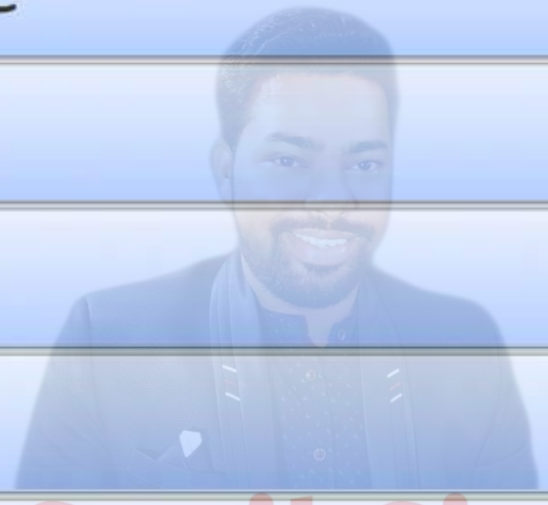
Control Unit (CU): The process of input, output, processing and storage is performed under the supervision of a unit called ‘Control Unit’. It decides when to start receiving data, when to stop it, where to store data, etc. It takes care of step -by-step processing of all operations in side the computer.

Arithmetic Logic Unit (ALU): The major operations performed by the ALU are addition, subtraction, multiplication, division, logic and comparison.

Sunil Sir

CHARACTERISTICS OF COMPUTERS

- High speed
- High storage
- Diligence
- Automatic
- Accuracy
- Versatility
- Reliability
- Multitasking
- No emotions



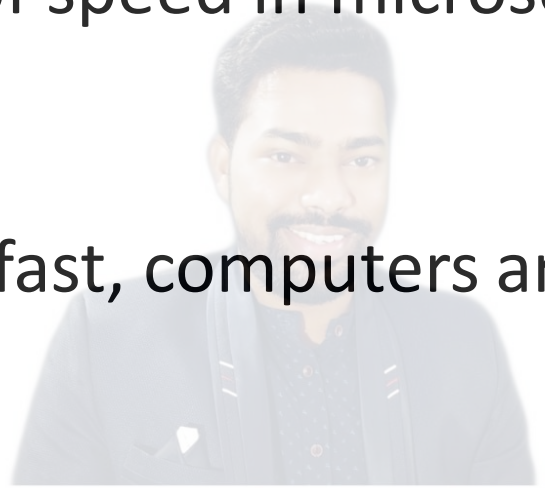
Sunil Sir

High Speed

- Computers are very fast devices.
- It is capable of performing calculations of very large amounts of data.
- The computer has units of speed in microsecond, nanosecond.

Accuracy

- In addition to being very fast, computers are very accurate. The calculations are 100% error free.

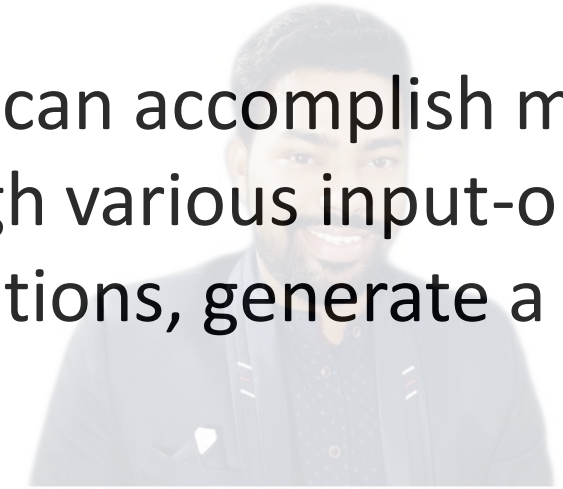


Storage Capability

- A computer can store large amounts of data and can store any type of data such as images, videos, text, audio, etc.

Diligence : A computer will never fail to perform its task due to distraction or laziness. It can perform repeated tasks with the same speed and accuracy.

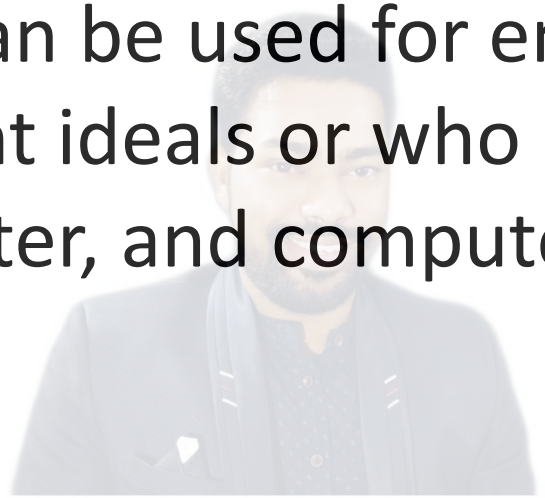
Versatility: The computer can accomplish many different things. It can accept information through various input-output devices, perform arithmetic and logic operations, generate a variety of outputs in a variety of forms, etc.



Automation: Once the instructions are fed into computer
it works automatically without any human intervention.

Convenience : Computers are usually easy to access, and allow people to find information easily that without a would be very difficult.

Flexibility : Computers can be used for entertainment, for business, by people who hold different ideals or who have varied goals. Almost anyone can use a computer, and computers can be used to assist with almost any goal.

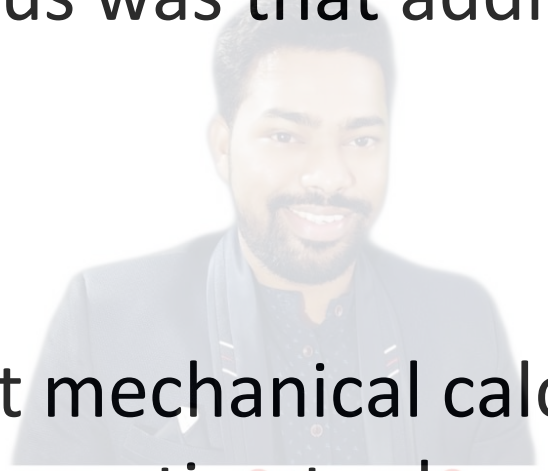


HISTORY OF COMPUTERS

In beginning, there were no computers. To add or subtract , man used his fingers. Abacus is known to be the first mechanical calculating device. The main purpose of abacus was that additions and subtraction could be performed quickly.

Abacus

Considered one of the first mechanical calculating device., the abacus was a manual counting tool used for arithmetic calculations.



Napier's Bones

Abacus invented by John Napier. Napier used the bone rods for counting purpose where numbers were printed on them. With the help of these rods ,one could do addition, subtraction, multiplication and division speedily.

Analytical Engine "The first Computer"

This analytical engine, the first fully-automatic calculating machine, was constructed by Charles Babbage, who first the idea of an advanced calculating machine to calculate and print mathematical tables.
It was a mechanical device that took inputs from users in the form of punch cards.

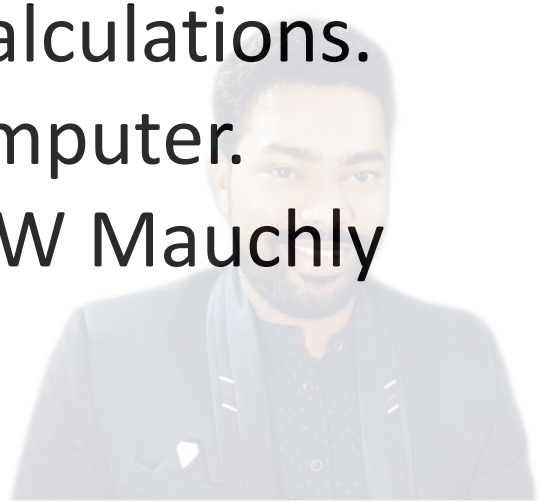
Sunil Sir

ENIAC

ENIAC (Electronic Numerical Integrator and Computer) was one of the first electronic digital computer. It used vacuum tubes and was capable of performing complex calculations.

First electronic digital computer.

Inventor - JP Eckert and JW Mauchly



UNIVAC

UNIVAC stands for Universal Automatic Computer which was the first general-purpose electronic computer with large amount of input and output.

Generations Duration	1st (1946-1959)	2nd (1959-1965)	3rd (1965-1970)	4th (1970-1981)	5th (1981-onwards)
Major Innovation	Vacuum Tubes	Transistors as Main component	Integrated Circuit (ICs) as basic electronic component	LSIC & VLSIC (Microprocessor)	ULSIC (Ultra Large Scale Integrated Circuit)
Main Memory	Magnetic Drums	RAM and ROM	PROM & DRAM	EPROM & SRAM	EEPROM, SIMM & DIMM
External Storage	Punched cards	Magnetic capes and magnetic disk	Improve disk (Floppy disk)	Floppy disk & Hard disk	Modified magnetic and optical disks
Input/Output devices	Punched cards & paper	Magnetic tape, Punched card, paper for output	Keyboard for input and Monitor for output	Monitor for Output	Keyboard, Pointing device, Scanner as input and Monitor as main output
Languages	Low level machine language	Assembly-language, some high level languages for example BASIC, COLOL, FORTRAN	More high level languages	Languages and application software	Al (Artificial intelligence) Expert systems
Operating system	No operating system, human operators to set switches	Human handles punched card	Complete operating system were introduced	MS-DOS & PC-DOS	GUI based e.g. Windows 95 and Windows NI
size	Main frame for example ENLAC, EDVAC, UNIVAC	Main frame for example IBM-1401, NCR-300, IBM-600 etc	Mini, for example IBM system/360 ICH-360, Honey well 316 etc	Micro computer e.g. IBM-PC, Apple, Macintosh etc	Very small in size e.g. Laptop, Note book, Digital diary, Palm top and Pocket PC

Sunil Sir

First Generation Computer (1946-1959) - Vacuum Tubes

1. Vacuum tubes was invented by John A Fleming in 1904.
2. The first computer used vacuum tubes for circuitry and magnetic drums for memory.
3. The first generation computer relied on machine language, the lowest level programming language understood by computers to perform operations.
4. Input was based on punch cards, and paper tapes and output was displayed in printouts.
5. UNIVAC,ENIAC, IBM 701, IBM 650 ,EDVAC, EDSAC, BINAC are other examples.

Sunil Sir

Second Generation Computer (1959- 1965)- Transistors

1. Transistor replaced vacuum tubes.
2. Second generation computers still relied on punched cards for input and printouts for outputs.
3. Second generation computer moved from cryptic binary machine language to symbolic or assembly language.
4. High level programming languages were also being developed at this time, such as early versions of COBOL. FORTRAN and BASIC.
5. Examples of second generation computers are IBM 1400 series, IBM 7000 series, Control Data 3600, GE 635, Honey Well 200, PDP, PDP I and UNIVAC 1108.

Sunil Sir

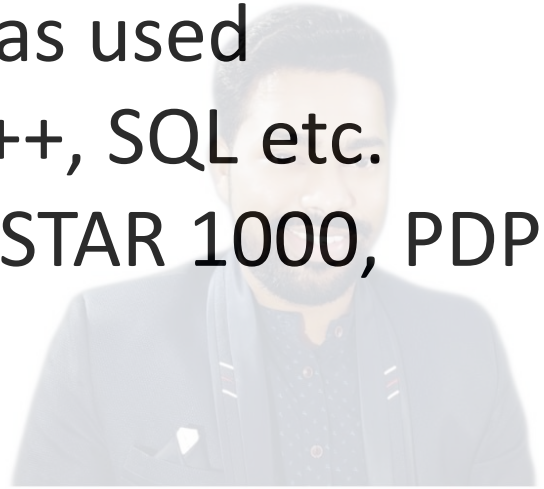
Third Generation Computer (1965-1971)- Integrated Circuit

1. IC Chips invented by Jack Kilby in 1951.
2. Instead of punched cards and printouts, users interacted with third generation computers through keyboards and monitors and interfaced with an operating system,
3. Computers for the first time become accessible to a mass audience because they were smaller and cheaper than their predecessors.
4. Examples of third generation computers are IBM-360 series, Honeywell-6000 series, IBM-370/168, TDC-316, ICL-1900 series .

Sunil Sir

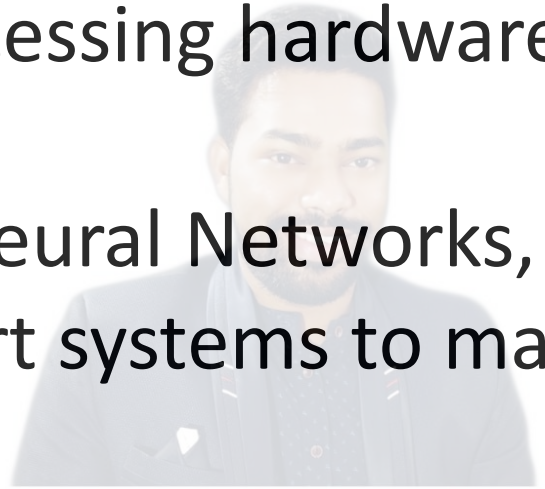
Fourth Generation Computer (1971- 1980)- Microprocessors

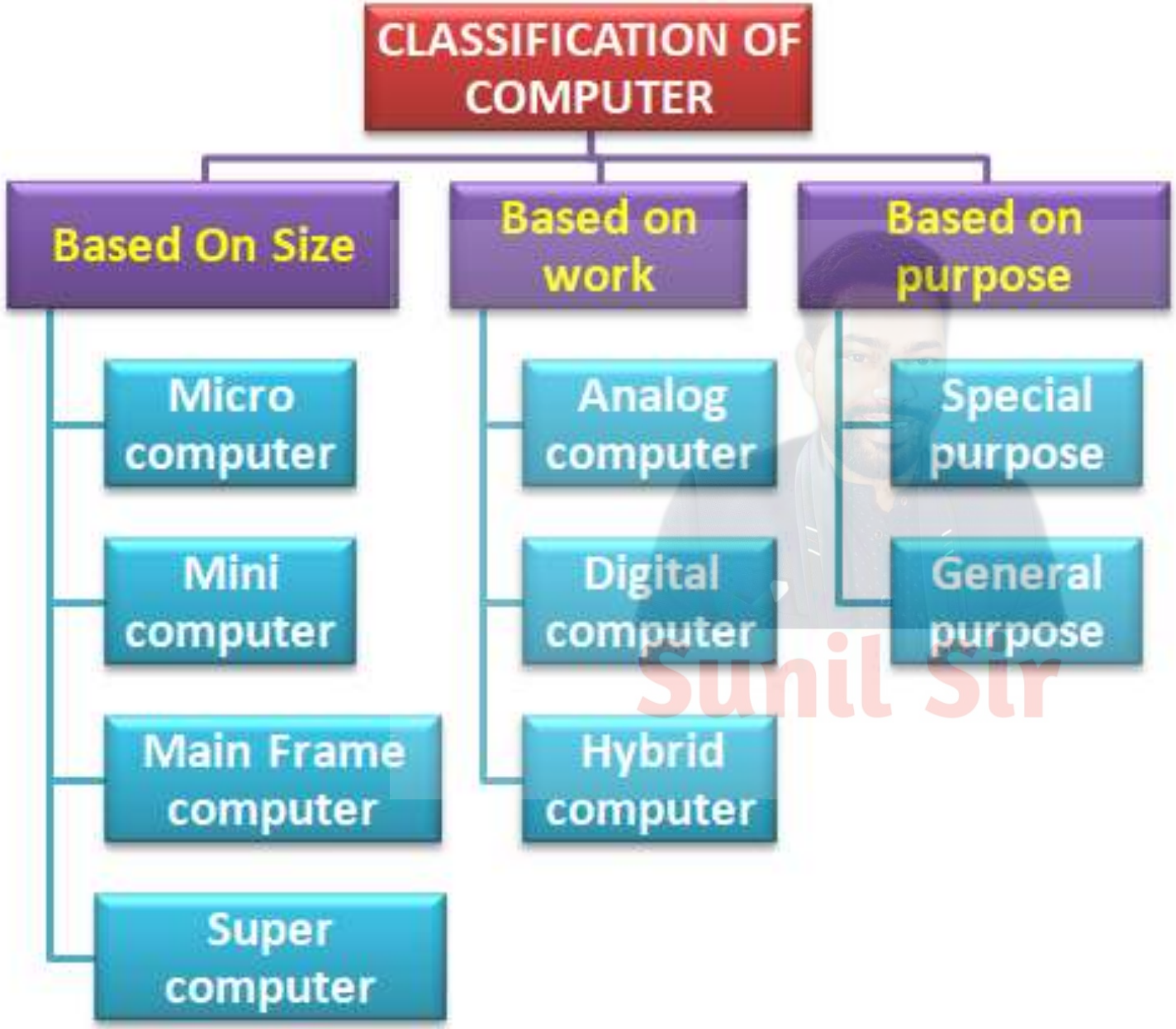
1. Fourth Generation used VLSI (Very Large Scale Integration)
2. Used Pipeline processing.
3. Concept of Internet was used
4. Languages used are C++, SQL etc.
5. Examples are DEC 10, STAR 1000, PDP II, CRAY-1 (Super computer), IBM 3090, CFRAY-2



Fifth Generation Computer(1980-present) Artificial Intelligence

1. The VLSI technology became ULSI (Ultra Large Scale Integration) Technology.
2. Based on parallel processing hardware and AI(Artificial intelligence) Software.
3. AI used in Robotics, Neural Networks, Game playing.
4. Development of expert systems to make decision in real life situations.




CLASSIFICATION OF COMPUTER
Based On Size
Based on work
Based on purpose
Micro computer
Mini computer
Main Frame computer
Super computer
Analog computer
Digital computer
Hybrid computer
Special purpose
General purpose
Sunil Str

Classification on the basis of size

Micro Computer

A microcomputer is a computer that uses a microprocessor as its central processing unit. Microcomputers are physically smaller in size as compared to mainframe and minicomputers. Microcomputers are easier to use and also inexpensive as the memory used by them i.e microprocessors and semi conductors have become cheaper in the last few years.

Eg - Personal Laptop, PC etc.

Microcomputer

Minicomputer

Computer that was smaller, less expensive, and less powerful than a mainframe or supercomputer but more expensive and more powerful than a personal computer. Minicomputers were used for scientific and engineering computations, business transaction processing, file handling, and database management.

Sunil Sir

Mainframe Computer

A mainframe computer is a large computer capable of rapidly processing massive amounts of data at high speeds. Mainframe computers by definition are computers that have a lot of memory and processors, so they can do billions of transactions and simple calculations in real time. A mainframe is used for transaction servers, commercial databases, and applications that need ample reliability, security, and speed.

Sumit Sir

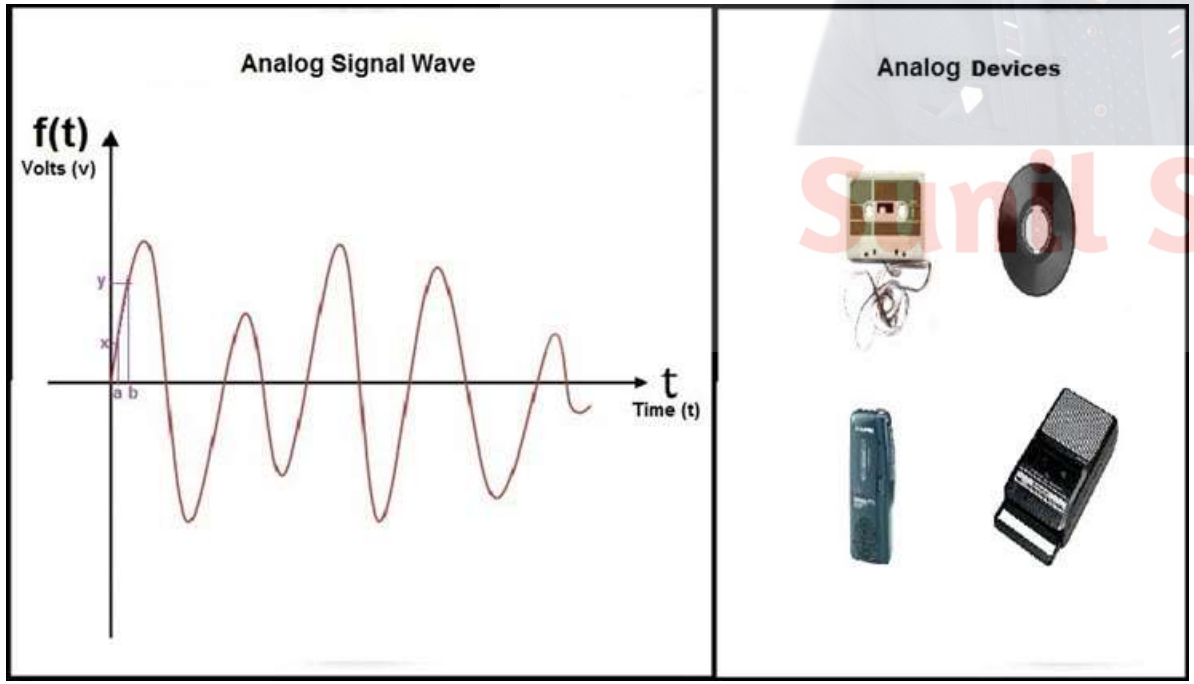
Super Computer

Supercomputers have a high level of computing performance compared to a normal purpose computer and its performance is measured in FLOPS (floating point operations per second). Great speed and great memory are the two requirements of a super computer.
Example - Weather forecasting requires a supercomputer.

Classification on the based on work

Analog

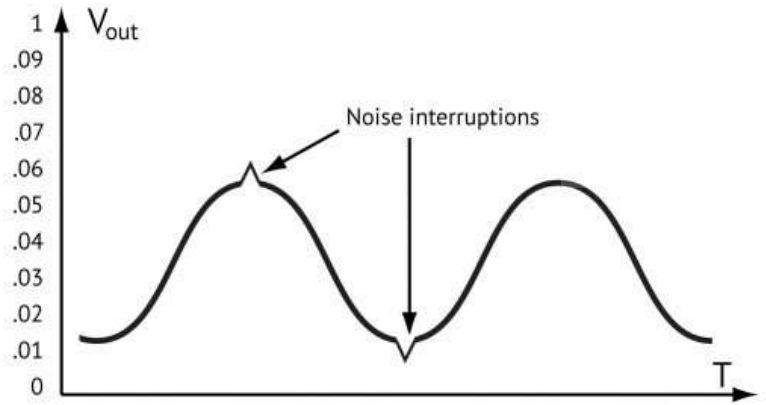
The analog computers are computer systems that measure variations in quantities such as temperature, voltage, speed, etc. Analog computers are known to measure the data that varies continuously. Other examples of analog computers include Voltmeter and Ammeter.



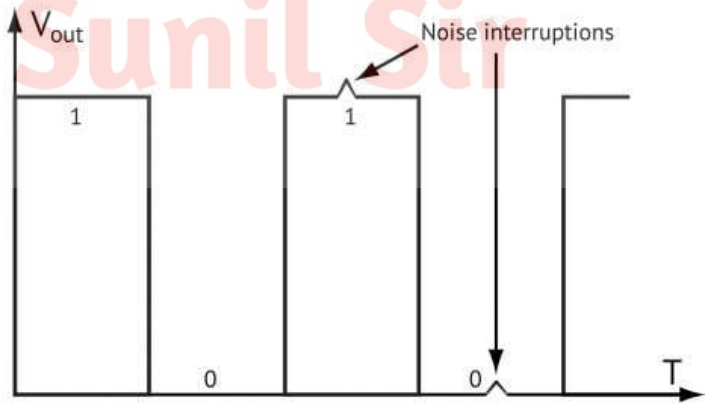
Sunil Sir

Digital Computer

The computer systems that count things by manipulation of certain discontinuous numbers and letters through representation of binary digits (also called bits) in contrast to analog computers that measures the variations in quantities. In other words texts and graphics are treated numerically. Today the digital computers have replaced the analog ones . Examples of digital computers are desktop , personal computers, workstations, tablet PC etc



Analog

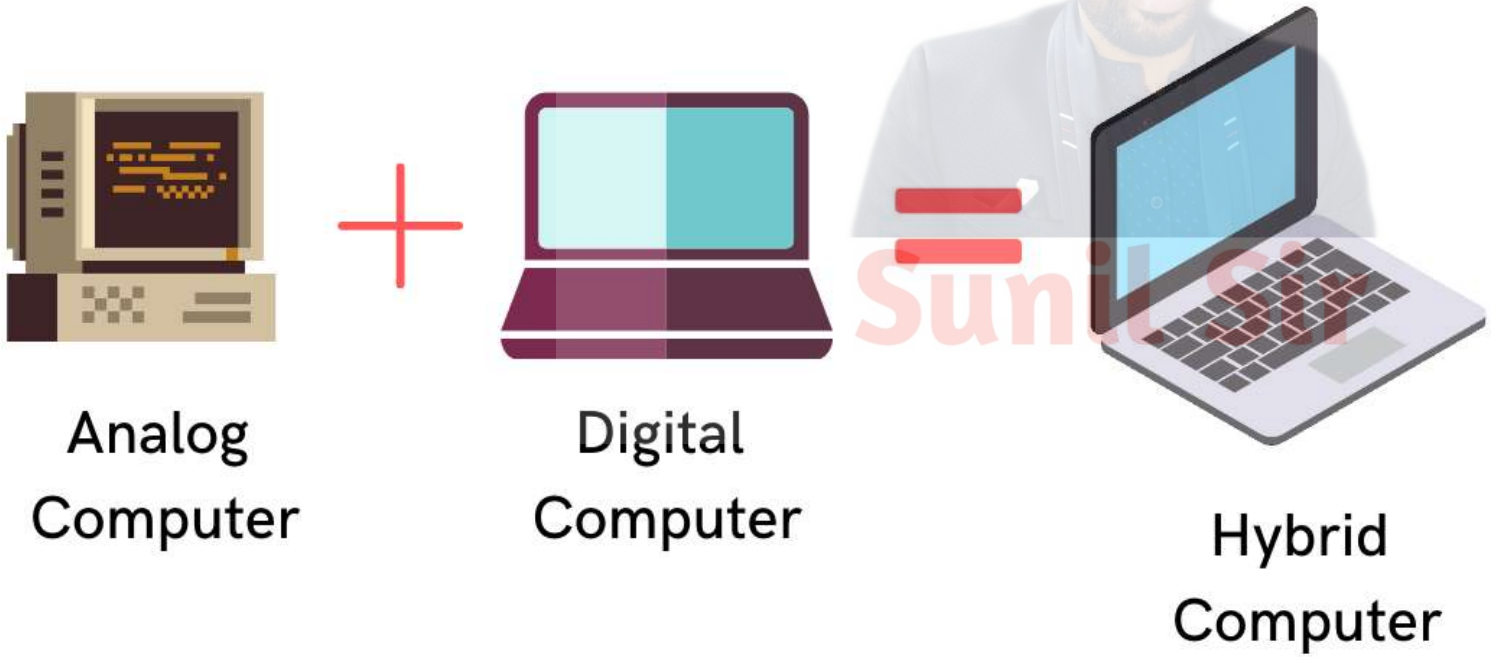


Digital

Sunil Sir

Hybrid

A computer that processes both analog and digital data, Hybrid computer is a digital computer that accepts analog signals, converts them to digital and processes them in digital form. Hybrid computers are used for scientific calculations, in defence and systems.



Classification on the basis of purpose

Embedded computer

An embedded computer/embedded PC is a dedicated computer system that forms an integral part of a larger machine or system. In contrast to an ordinary desktop computer, an embedded computer is generally designed or purposed for a single purpose.

Embedded systems examples are video cameras, digital watches, MP3 players, temperature measurement devices, washing machines.

Sunil Sir

Laptop computer

Laptop are now a days also called notebook computers .These are small and portable .You can make them sit on your lap and work on them.

Hand-held computer

These computers are portable enough to be carried in one's hand. They are extremely convenient for use but due to extremely small size of their keyboards and screens they have still not succeeded in to replacing notebook computers.

Sunil Sir

PDA

PDA’s have electronic pens rather than keyboards for inputs unlike laptop. They also incorporate handwriting features and voice recognition technologies i.e can also react to voice input . PDAs are also called palmtops, hand-held computers and pocket computers.

Sunil Sir

Servers

Servers are nothing but dedicated computers which are set-up to offer some services to the clients. They are named depending on the type of service they offered. Eg: security server, database server.

Sunil Sir

MASTER IN COMPUER KNOWLEDGE

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200 FUNDAMENTAL OF COMPUTER MCQ

CLASS - 2

Question : 1

Computer is a/an _____

(a) monitoring device

(b) input device

(c) electronic device

(d) battery

Ans - C

Question : 2

____ is the father of computer.

(a) Ada Byron

(b) Charles Babbage

(c) Blaise Pascal

(d) Herman Hollerith

Ans - B

Question : 3

The first microprocessor was developed in 1971 by ____.

(a) Apple

(b) NASA

(c) Intel

(d) All of these

Ans - C

Question : 4

A Personal Computer is a ___.

(a) Mainframe Computer

(b) Supercomputer

(c) Mini Computer

(d) Micro Computer

Ans - D

Question : 5

The man who built the first Mechanical Calculator was ____.

(a) Abacus

(b) Napier’s Bones

(c) Blaise Pascal

(d) Charles Babbage

Ans – C

Question : 6

Input, output and processing devices grouped together present a(n)

(a) mobile device

(b) information processing system

(c) circuit board

(d) computer system

Ans – D

Question : 7

A computer consists of

(a) a central processing unit

(b) a memory

(c) input and output units

(d) All of the above

Ans - D

Question : 8

Computer gathers data, which means that they allow users to data.

(a) present

(b) input

(c) output

(d) store

Ans - B

Question : 9

_____ is processed by the computer into information.

(a) Numbers

(b) Processor

(c) Input

(d) Data

Ans - D

Question : 10

Processed data is retrieved from computer with the help of a ____ device.

(a) output

(b) input

(c) CPU

(d) RAM

Ans - A

Question : 11

Information on a computer is stored as ____

(a) analog data

(b) digital data

(c) modem data

(d) hybrid data

Ans - B

Question : 12

The smallest unit of information. a computer can understand and process is known as

(a) digit

(b) byte

(c) megabyte

(d) bit

Ans - D

Question : 13

Any component of computer you can see and touch is ___

(a) software

(b) peripheral

(c) storage

(d) hardware

Ans - D

Question : 14

Non-physical components of the computer are referred to as ___

(a) CPU

(b) software

(c) hardware

(d) program

Ans - B

Question : 15

Computers use the number system to store data and perform calculations.

(a) binary

(b) decimal

(c) octal

(d) hexadecimal

Ans - A

Question : 16

A computer system includes

(a) hardware

(b) software

(c) peripheral devices

(d) All of these

Ans - D

Question : 17

Information that comes from external source and fed into computer software is called

(a) output

(b) input

(c) throughout

(d) reports

Ans - B

Question : 18

Which one of the following is/are a characteristic(s) or a function(s) of computer?

(a) Data collection

(b) Data processing

(c) Data storage

(d) All of these

Ans - D

Question : 19

The first machine to successfully perform a long series of arithmetic and logical operations was ___

(a) MARK-I

(b) ENIAC

(c) EDSAC

(d) UNIVAC

Ans - A

Question : 20

_____ computer introduced the idea of binary calculation?

(a) Z1

(b) ENIAC

(c) EDSAC

(d) ABC

Ans - D

Question : 21

What was the first fully electronic computer in the world?

(a) ENIAC

(b) EDSAC

(c) EDVAC

(d) UNIVAC

Ans - A

Question : 22

The first computer which used to store is program _____

(a) UNIVAC

(b) EDSAC

(c) EDVAC

(d) ABC

Ans - B

Question : 23

Which of the following devices is used in the first generation computer?

(a) Integrated circuit

(b) Processor

(c) Microprocessor

(d) Vacuum tube

Ans - D

Question : 24

The first generation computers could do ___

(a) multi-tasking

(b) networking

(c) batch processing

(d) multi-tabulation

Ans - C

Question : 25

The first computer was programmed using ____

(a) Assembly language

(b) Machine language

(c) Source code

(d) Object code

Ans - B

Question : 26

The first electronic digital computer contained?

(a) Electronic valves

(b) Vacuum tubes

(c) Transistors

(d) Semiconductor memory

Ans - A

Question : 27

In second generation, which type of memory was used to store data?

(a) Paper tapes

(b) Magnetic drum

(c) Magnetic core

(d) Magnetic tape

Ans - C

Question : 28

The IC chip used in computer, is generally made up of which among the following?

(a) Silver

(b) Gold

(c) Chromite

(d) Silicon

Ans - D

Question : 29

Silicon is a _____ material.

(a) conductor

(b) non conductor

(c) semi conductor

(d) Both (b) and (c)

Ans - C

Question : 30

CPU is the ____ of computer.

(a) Brain

(b) Eye

(c) Ear

(d) All above these

Ans - A

Question : 31

Which of the following refers to the fastest, biggest and most expensive computers ?

(a) Personal Computers

(b) Supercomputers

(c) Laptops

(d) Notebooks

Ans - B

Question : 32

Name the first general purpose electronic computer.

(a) EDVAC

(b) ADVAC

(c) Mac

(d) ENAIC

Ans - D

Question : 33

_____ is used in second generation computer.

(a) Integrated circuit

(b) Microprocessor

(c) Vacuum tubes

(d) Transistors

Ans - D

Question : 34

_____ is used in third generation computer.

(a) Integrated circuit

(b) Microprocessor

(c) Vacuum tubes

(d) Transistors

Ans - A

Question : 35

_____ is used in fourth generation computer.

(a) Integrated circuit

(b) Microprocessor

(c) Vacuum tubes

(d) Transistors

Ans - B

Question : 36

These are the specially designed computer chips reside inside other drives, such as your car or your electronic thermostat.

(a) Server

(b) Workstation computer

(c) Embedded computer

(d) Mainframe computer

Ans - C

Question : 37

Which of the following is not one of the four major data processing functions of a computer?

(a) gathering data

(b) processing data into information

(c) analyzing the data or information

(d) storing the data or information

Ans - C

Question : 38

The name for the way that computers manipulate data into information is called:

(a) programming

(b) storing

(c) organizing

(d) processing

Ans - D

Question : 39

Analytical Engine was invented by ____.

(a) Charles Babbage

(b) Blaise Pascal

(c) Ada Byron

(d) Herman Hollerith

Ans - A

Question : 40

Which of the following the smallest computer?

(a) Super computer

(b) Mainframe computer

(c) ENIAC

(d) Laptop

Ans - D

Question : 41

Each computer have a/an _____, and some _____.

(a) Operating System, Application Programs

(b) Internet Browser, Document files

(c) Hard Disk, Programming programs,

(d) Operating system, Tally

Ans - A

Question : 42

Primary function of a processor is ___

(a) to carried out instructions in a programs

(b) to store the result into storage device

(c) to process data and information

(d) to manage a network printer

Ans - C

Question : 43

On which of the following storage devices data is stored permanently for long time and stored data read by a beam of laser?

(a) Hard Disk

(b) Floppy Disk

(c) Pen drive

(d) DVD

Ans - D

Question : 44

____ are classified on the basis of number of transistor.

(a) RAM

(b) CPU

(c) SMPS

(d) IC

Ans - D

Question : 45

We can insert a ____ in USB port of a system unit.

(a) Floppy

(b) CD

(c) DVD

(d) Pen drive

Ans - D

Question : 46

Time-sharing and online computation became possible in _____ generation of computer.

(a) first

(b) second

(c) third

(d) fourth

Ans – B

Question : 47

Concept of cache memories was introduced in ____ generation of computer.

(a) second

(b) third

(c) fourth

(d) fifth

Ans – B

Question : 48

Large Scale Integration of chips was introduced in generation of computers.

(a) first

(b) second

(c) third

(d) fourth

Ans - D

Question : 49

A central computer that holds collections of data and programs for many PCs, workstations and other computers is a(n) ____

(a) supercomputer

(b) minicomputer

(c) laptop

(d) Server

Ans - D

Question : 50

The main characteristic of fourth generation was

(a) transistor

(b) VLSI

(c) vacuum tubes

(d) circuit

Ans - B

Question : 51

The first computer made available for commercial use was ____

(a) MANIAC

(b) ENIAC

(c) UNIVAC

(d) EDSAC

Ans - C

Question : 52

Personal computers can be connected together to form a ___

(a) server

(b) supercomputer

(c) network

(d) Enterprise

Ans - C

Question : 53

A _____ is a large and expensive computer capable of simultaneously processing data for hundreds or thousands of users.

(a) handheld computer

(b) mainframe computer

(c) personal computer

(d) tablet computer

Ans - B

Question : 54

A computer used at supermarkets, departmental stores and restaurant etc is called _____ terminal

(a) P-O-S (Point of scale)

(b) Dumb

(c) Intelligent

(d) Smart

Ans - A

Question : 55

Supercomputers _____

(a) are smaller in size and processing capability than mainframe computers

(b) are common in majority of households

(c) contain thousands of microprocessors

(d) are rarely used by researchers due to their lack of computing capacity

Ans - C

Question : 56

Codes consisting of lines of varying widths or lengths that are computer-readable are known as _____

(a) an ASCII code

(b) a magnetic tape

(c) an OCR scanner

(d) a bar code

Ans - B

Question : 57

This type of computer(s) is/are the least powerful, yet the most widely used and fastest-growing computer.

(a) Mainframe computers

(b) Super computers

(c) Micro computers

(d) All of these

Ans - C

Question : 58

A desktop computer is also known as

(a) palmtop

(b) PC

(c) laptop

(d) mainframe

Ans - B

Question : 59

Which of the following is the smallest computer?

(a) Notebook

(b) Laptop

(c) Desktop

(d) Workstation

Ans - A

Question : 60

Which of the following can be considered as portable computer?

(a) Mini computer

(b) Mainframe computer

(c) Desktop

(d) PDA

Ans - D

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CLASS - 3

Question : 61

_____ are used to quickly accept, store and transfer data and instructions that are being used immediately by the CPU.

(a) Registers

(b) Caches

(c) RAMs

(d) Graphics

Ans - A

Question : 62

Which hardware are easily attached to computer and can played instantly?

(a) Plug & Play

(b) Peer to Peer

(c) Analog

(d) Multi media

Ans - A

Question : 63

Modem is a _____ .

(a) Application software

(b) Word processing software

(c) Hardware

(d) Liveware

Ans - C

Question : 64

The components that process data are located in the ____

(a) input devices

(b) output devices

(c) storage component

(d) system unit

Ans - D

Question : 65

_____ are those computers which provide resources to other computers connected by network.

(a) Server

(b) Workstation

(c) Embedded

(d) All of these

Ans - A

Question : 66

To access a mainframe or super computer, users often use a ____

(a) terminal

(b) desktop

(c) node

(d) handheld

Ans - A

Question : 67

In ____ computers, computation is carried out with physical quantities such as voltage, length, current, temperature, etc.

(a) digital

(b) analog

(c) hybrid

(d) micro computer

Ans - B

Question : 68

Digital computers use a _____ system to encode data and programs.

(a) semiconductor

(b) decimal

(c) binary

(d) RAM

Ans - C

Question : 69

A computer that combines the characteristics of analog and digital computer.

(a) Hybrid computer

(b) Digital computer

(c) Analog computer

(d) Super computer

Ans - A

Question : 70

Modern computers compared to earlier computers are

(a) faster and larger

(b) less reliable

(c) larger and stronger

(d) faster and smaller

Ans - D

Question : 71

The speed of computer is usually measured in

(a) MHz

(b) GHz

(c) KHz

(d) Both (a) and (b)

Ans - D

Question : 72

Which of the following is not a characteristic of a computer?

(a) Intelligence

(b) Speed

(c) Versatility

(d) Automation

Ans - A

Question : 73

Handheld computer is otherwise called as __.

(a) Laptop

(b) Ultrabook

(c) Notebook

(d) Palmtop

Ans - D

Question : 74

SMPS coverts _____ to _____.

(a) AC(Alternating Current) to DC(Direct Current)

(b) DC(Direct Current) to AC(Alternating Current)

(c) AC(Alternating Current) to AC(Alternating Current)

(d) DC(Direct Current) to DC(Direct Current)

Ans - A

Question : 75

Something which has easily-understood instructions is said to be:

(a) information

(b) word processing

(c) icon

(d) user friendly

Ans - D

Question : 76

An area of a computer that temporarily holds data waiting to be processed is

(a) Memory

(b) CPU

(c) Storage

(d) File

Ans - A

Question : 77

A microprocessor used in _____.

(a) Mainframe computer

(b) Mini computer

(c) Personal computer

(d) ENIAC

Ans - C

Question : 78

Which of the following converts all the statements in a program in a single batch and the resulting collection of instructions is placed in a new file?

(a) Interpreter

(b) Instruction

(c) Converter

(d) Compiler

Ans - D

Question : 79

_____ is the ability of an operating system to control the activities of multiple programs at the same time.

(a) Multitasking

(b) Streamlining

(c) Multiuser

(d) Simulating

Ans - A

Question : 80

____ are computers that are a part of a machine or device.

(a) Server computers

(b) Workstation computers

(c) Embedded computers

(d) All of these

Ans - C

Question : 81

_____ is the process of finding errors in software code.

(a) Compiling

(b) Debugging

(c) Testing

(d) Running

Ans - B

Question : 82

A Pixel is ____

(a) A computer program that draws picture

(b) A picture stored in secondary memory

(c) The smallest resolvable part of a picture

(d) None of these

Ans - C

Question : 83

Cursor is a ____

(a) Pixel

(b) Thin blinking line

(c) Pointing device

(d) None of these

Ans - B

Question : 84

Through which device the main components of the computer communicate with each other?

(a) Keyboard

(b) System Bus

(c) Monitor

(d) Memory

Ans - B

Question : 85

The output quality of a printer is measured by

(a) Dot per sq. inch

(b) Dot per inch

(c) Dots printed per unit time

(d) All of the above

Ans - B

Question : 86

Dedicated Computer means

(a) Doesn’t have OS

(b) Used by single person

(c) Assigned to one and only one task

(d) All of Above

Ans - C

Question : 87

The organisation and interconnection of the various components of a computer system is

(a) architecture

(b) networks

(c) graphics

(d) designing

Ans - A

Question : 88

Personal computers use a number of chips mounted on a main circuit board. What is the common name for such boards?

(a) Daughterboard

(b) Motherboard

(c) Broadboard

(d) None of these

Ans - B

Question : 89

The three main parts of the processor are

(a) ALU, Control Unit and Registers

(b) ALU, Control Unit and RAM

(c) Cache, Control Unit and Register

(d) Control Unit, Registers and RAM

Ans - A

Question : 90

Which of the following units of measurement used with computer system?

(a) Byte

(b) Kilobyte

(c) Megabyte

(d) All of these

Ans - D

Question : 91

From which of the followings the performance of CPU can be measured?

(a) Clock Speed

(b) IPC

(c) DPI

(d) Access Time

Ans - A

Question : 92

The clock rate of a processor is measured in

(a) Milliseconds

(b) Microhertz

(c) Megabytes or Gigabytes

(d) Megahertz or Gigahertz

Ans - D

Question : 93

A temporary storage area, attached to the CPU, for I/O operations is a _____.

(a) buffer

(b) chip

(c) register

(d) core

Ans - A

Question : 94

A group of wires running parallel to each other in between two connected computer parts and which transfers information is called a

(a) track

(b) bus

(c) cable

(d) bundle

Ans - B

Question : 95

A collection of wires that connects several devices is called

(a) link

(b) bus

(c) bidirectional wires

(d) cables

Ans - A

Question : 96

Which unit controls the movements of signals between CPU and I/O?

(a) ALU

(b) Control unit

(c) Memory unit

(d) Secondary storage

Ans - B

Question : 97

A group of signal lines used to transmit data in parallel from one element of a computer to another is ____.

(a) control bus

(b) data bus

(c) address bus

(d) network

Ans - B

Question : 98

Which of the following is a small microprocessor-based computer designed to be used by one person at a time.

(a) netbook

(b) super computer

(c) all-in-one

(d) personal computer

Ans - D

Question : 99

The microprocessor is the brain of the computer and is also called a

(a) microchip

(b) macrochip

(c) macroprocessor

(d) calculator

Ans - A

Question : 100

The microprocessor is made up of millions of

(a) microchips

(b) registers

(c) transistors

(d) All of these

Ans - C

Question : 101

A set of security programs that protect a computer from outside interference or access via the Internet is called?

A. Bots

B. Gateway

C. Firewall

D. Antivirus

Ans - C

Question : 102

The technology of connecting to the Internet via a phone line is called?

A. WiMax

B. VoLTE

C. DSL

D. Ethernet

Ans - C

Question : 103

All the peripheral device are connected to the computer through ___?

A. Monitor

B. Processor

C. RAM

D. Motherboard

Ans - D

Question : 104

Which of the following is the correct logic if you want to move a file from one location to another?

A. copy-> paste

B. cut-> paste

C. move -> cut

D. cut -> move

Ans - B

Question : 105

A file of extension .rtf is a ____ file?

A. text

B. presentation

C. image

D. Database

Ans - A

Question : 106

The image or text verification used by computer systems to distinguish between human and bots/spam inputs is known as?

A. captcha

B. tele-verification

C. group policy

D. Firewall

Ans - A

Question : 107

The startup check by a computer to ensure the proper working of all attached device is known as?

A. BIOS

B. POST

C. CMOS

D. SMPS

Ans - B

Question : 108

The set of rules used for the communication between terminals connected in a network is known as?

A. Protocol

B. Syntax

C. Algorithm

D. Processing

Ans - A

Question : 109

Which of the following is not a valid type of mouse?

A. Optical mouse

B. Wireless mouse

C. Magnetic mouse

D. Trackball mouse

Ans - C

Question : 110

Name the first Super Computer of India

A. PARAM- II/3

B. PARAM 6000

C. PARAM 8000

D. PARAM –I

Ans - C

Question : 111

Find the odd one out

A. Keyboard, Mouse, Scanner

B. Monitor, Printer, Speaker

C. RAM, ROM, Hard Disk

D. ROM, Control Unit, SMPS

Ans - D

Question : 112

GUI based operating system are based on the concept of?

A. LIGO

B. FIFO

C. WYSIWYG

D. FIFO

Ans - C

Question : 113

Which of the following is the highest unit of storage in computer field?

A. Yottabyte

B. Gigabyte

C. Terabyte

D. Kilobyte

Ans - A

Question : 114

The concept of SQL is related to which generation if language?

A. Second Generation Language

B. Third Generation Language

C. Fourth Generation Language

D. Fifth Generation Language

Ans - C

Question : 115

_____ is responsible for running and controlling the computer.

A. Utility

B. Application Software

C. System Software

D. Linkers

Ans - C

Question : 116

The process of identifying and removing errors from programs is called?

A. SDLC

B. Bug

C. Debugging

D. Testing

Ans - C

Question : 117

Which of the following is the correct sequence?

A. Input, Output, Processing

B. Processing, Input, Output

C. Input, Processing, Output

D. Output, Input, Processing

Ans - C

Question : 118

Small files saved on client computer holding the data regarding client computer and websites is known as?

A. Cookies

B. Cache

C. Weblog

D. Server

Ans - A

Question : 119

Two computers can be connected directly for the purpose of file sharing using ____?

i) Ethernet

ii) Wifi

iii) Bluetooth

A. Both i) and iii)

B. Both ii) and iii)

C. Both i) and ii)

D. All

Ans - D

Question : 120

The point of inter connections in a network is known as ____ ?

A. protocol

B. nodes

C. client

D. Bus

Ans - b

Question : 121

Find the odd one out.

A. .doc

B. .txt

C. .xls

D. .rtf

Ans - C

Question : 122

Name the device which keeps the computer units powered up during time of power cut.

A. SMPS

B. UPS

C. DSL

D. UDP

Ans - B

Question : 123

Which of the following represents the smallest storage space?

A. 1024 GB

B. 512 TB

C. 1024 MB

D. 1024 ZB

Ans - C

Question : 124

Which of the following is not an example of Optical Disk?

A. CD

B. DVD

C. Hard Disk

D. Blue Ray Disk

Ans - C

Question : 125

The process of transferring file from your computer to a remote server is known as ?

A. Uploading

B. Downloading

C. Accessing

D. Upgrading

Ans - A

Question : 126

The process of rebooting a computer using the menu options available in the operating system is known as?

A. Cold Boot

B. Warm Boot

C. Hard Boot

D. BIOS Boot

Ans - B

Question : 127

A personal computer cannot work without a ____?

A. Mouse

B. Keyboard

C. RAM

D. USB port

Ans - C

Question : 128

A situation when a computer software stops working and encounters an error is known as?

A. Flash

B. Cache

C. Crash

D. Command

Ans - C

Question : 129

The process of making changes in existing data is known as?

A. Modifying

B. Deleting

C. Copying

D. Editing

Ans - D

Question : 130

The process of calling information from memory storage device for using it for processing is known as?

A. Recording

B. Retrieving

C. Uploading

D. Registering

Ans - B

Question : 131

A _____ is a software component that lets the operating system and a device communicate with each other by specifying the computer's operating system exactly how to work with that hardware.

A. mediator

B. driver

C. BUS

D. Utility

Ans - B

Question : 132

Web Address is also known as?

A. IP Address

B. URL

C. Web Page

D. Home Page

Ans - B

Question : 133

Find the Odd one out.

A. MS Word : Text

B. MS PowerPoint : Presentation

C. MS Excel : Spreadsheet

D. Firefox : Web Site

Ans - D

Question : 134

_____ is a region of a physical memory storage used to temporarily store data while it is being moved from one place to another.

A. Motherboard

B. Circuit

C. Buffer

D. ROM

Ans - C

Question : 135

The process of encoding an information in such a way that it cannot be read without proper authorization is known as ___?

A. Encapsulation

B. Encryption

C. Decryption

D. Abstraction

Ans - B

Question : 136

An application or software that is easy to use is termed as _____?

A. Graphical User

B. Graphics Friendly

C. User Dynamics

D. User Friendly

Ans - D

Question : 137

Which of the following is an example of PAN ?

A. Metropolitan cable network

B. WWW

C. Mobiles connected via Bluetooth

D. Storage Area Network

Ans - C

Question : 138

_____ key uniquely identifies a record in a table in DBMS?

A. Secondary Key

B. Primary Key

C. NOT_NULL key

D. Unique key

Ans - B

Question : 139

_____ technology means introducing human behaviour in computers.

A. Botware

B. Artificial System

C. Human Intelligence

D. Artificial Intelligence

Ans - D

Question : 140

A step-by-step procedure designed to solve a problem or achieve an objective is known as?

A. Syntax

B. Semantics

C. Algorithm

D. Procedure

Ans - C

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CLASS - 4

Question : 141

Find the odd one out

A) Trojan

B) Malware

C) Firewall

D) Ransom ware

Ans - C

Question : 142

To find saved files on the hard disk of a computer we may use _____ option.

A) Find and Replace

B) Search

C) Run

D) Cmd

Ans - B

Question : 143

Task bar in windows Operating System can be positioned in which place?

A) Top of sceen

B) Bottom of screen

C) Right side of screen

D) Anywhere on screen

Ans - D

Question : 144

Connection or link to another page or document on a webpage is called?

A) sorting

B) hyperlink

C) program

D) Search

Ans - B

Question : 145

Which of the following device/ hardware is used to distribute electric power to various parts of computer?

A) CPU

B) SMPS

C) Ethernet

D) Ports

Ans - B

Question : 146

Which of the following device is used for obtaining hard copy of a document?

A) Scanner

B) Printer

C) Monitor

D) Mouse

Ans - B

Question : 147

The process of diving a disk into tracks and sector is called?

A) Retrieval

B) Tracking

C) Formatting

D) Linking

Ans - C

Question : 148

The letter and number of the intersecting column and row is the____.

A) Cell location

B) Cell position

C) Cell address

D) Cell contents

Ans - C

Question : 149

Which of the following is not a third generation computer?

A) IBM 360

B) IBM 1401

C) PDP-8

D) HP2115

Ans - B

Question : 150

Which type of error is find out by compiler?

A) Logical error

B) Internal error

C) Semantic error

D) Syntax error

Ans - D

Question : 151

Which of the following places the common data elements in order from smallest to largest ?

A) Character, file, record, field, database

B) Character, record, field, file, database

C) Character, field, record, file, database

D) Bit, byte, character, record, field, file, database

Ans - D

Question : 152

Which among the following options is the line that describes the contents of the message while sending an e-mail?

A) subject

B) BCC

C) to

D) Cc

Ans - A

Question : 153

The process of a computer receiving information from a server on the internet is known as _____.

A) Browsing

B) Download

C) Upload

D) None of these

Ans - B

Question : 154

A word gets selected by clicking it to select a word ___.

A) once

B) twice

C) thrice

D) four times

Ans - B

Question : 155

Right click of mouse is used to get _____

A) Open the icon

B) Shortcut menu options

C) Close the icon

D) Close the folder

Ans - B

Question : 156

How many margins are there on a page?

A) Two (header and footer)

B) Four (top, bottom, right, left)

C) Two landscape and portrait

D) Two (top and bottom)

Ans – B

Question : 157

The first electronic digital computer contained _____

A) Electronic valves

B) Neural Networks

C) Fuzzy Logic

D) Semiconductor memory

Ans - A

Question : 158

The term ‘user interface’ refers to ……

A) What the user sees on the screen and how they can interact with it

B) How the operating system responds to user commands

C) The means by which the user interacts with the peripheral devices on the computer

D) The monitor that is available for the computer

Ans - A

Question : 159

_____ports connect special types of music instruments to sound cards.

A) CPU

B) BUS

C) USB

D) MIDI

Ans - D

Question : 160

Telephone broadcast is an example of ____ transmission.

A) simplex

B) half duplex

C) full duplex

D) Automatic

Ans - C

Question : 161

_____ is used to add or put into your document such as a picture or text.

A) TV

B) Squeeze in

C) push in

D) Insert

Ans - D

Question : 162

A stored link to a web page, in order to have a quick and easy access to have a quick and easy access to have to it later is called_____.

A) WP-link

B) Bookmark

C) Field

D) All of the above

Ans - B

Question : 163

Creating a _____ means making a duplicate copy of important files so that when a problem occurs, you can restore those files using the copy.

A) Mirror

B) hot file

C) Hotspot

D) Backup

Ans - D

Question : 164

The ____folder retains copies of messages that you have started but are not yet ready to send.

A) inbox

B) outbox

C) drafts

D) sent items

Ans - C

Question : 165

Which of the following is a type of margin at the time of printing and binding printouts?

A) Portrait

B) Gutter

C) A4

D) Next Page

Ans - B

Question : 166

Which of the following statements is true in the context of Watermark?

A) A watermark can only be applied to a single page in a document

B) A watermark is not visible to viewers in a hard copy

C) A watermark is a ghost text

D) The colour of a watermark cannot be changed

Ans - C

Question : 167

What is called the secret code which prohibits entry into some programs?

A) Access code

B) Passport

C) Entry code

D) Password

Ans - D

Question : 168

What is/are the feature(s) of a Multi-processor??

A) it increases reliability

B) it distributes tasks

C) it saves money compared to multiple single system

D) All of the above

Ans - D

Question : 169

_____ is the operating system that reads and reacts in terms of actual time.

A) Real time system

B) Batch system

C) Quick response system

D) Time sharing system

Ans - A

Question : 170

To navigate to a new web page for which you know the URL, type that URL in the browser’s …… and press Enter.

A) Address bar

B) Domain bar

C) Address button

D) Name button

Ans - A

Question : 171

Networking such as LAN, MAN started from which generation of computers?

A) First generation

B) Second generation

C) Third generation

D) Fourth generation

Ans - D

Question : 172

Different icons of application software can be found in which bar in latest version of Microsoft Windows?

A) Start Menu

B) Browser

C) Status

D) Control Panel

Ans - A

Question : 173

Bing is a (an)_____?

A) Hardware

B) Software

C) Antivirus

D) Search engine

Ans - D

Question : 174

Which among the following is a type of device that is used for identifying people by their unique characteristics?

A) biometric device

B) Web camera

C) joystick

D) Scanner

Ans - A

Question : 175

Which among the following statement is closely related to secondary storage?

A) It is non-volatile and its content remains after power is switched off

B) It does not use magnetic media

C) It consists of four main types of devices

D) It does not store information for later retrieval

Ans - A

Question : 176

Which of the following techniques can be used to store a large number of files in a small amount of storage space?

A) File adjustment

B) File copying

C) File compatibility

D) File compression

Ans - D

Question : 177

Every computer connected to an intranet or extranet must have a distinct ____

A) firewall

B) proxy server

C) IP address

D) domain name

Ans - C

Question : 178

The arranging of data in a logical sequence is called ____.

A) Sorting

B) Classifying

C) Reproducing

D) Summarizing

Ans - A

Question : 179

EPROM is generally erased by using _____.

A) ultraviolet rays

B) infrared rays

C) 12V electrical pulse

D) 24V electrical pulse

Ans - A

Question : 180

Which of the following types of menu shows the further sub-choices?

A) Reverse

B) Template

C) Scrolled

D) Pull-down

Ans - D

Question : 181

What is the correct association between a hardware component and a computer function?

A) Monitor > input

B) Mouse > output

C) Webcam > input

D) Speaker > input

Ans - C

Question : 182

_____ is the process of carrying out commands.

A) Fetching

B) Storing

C) Decoding

D) Executing

Ans - D

Question : 183

How long is an IPv6 address?

A) 32 bits

B) 128 bytes

C) 64 bits

D) 128 bits

Ans - D

Question : 184

Internet domains are classified by their functions. In that regard ".com" represents___?

A) Organisation

B) Company

C) Commercial

D) Government

Ans - C

Question : 185

_____ refers to programs that are designed to display advertisements on your computer?

A) Adsys

B) Playware

C) Playsys

D) Adware

Ans - D

Question : 186

Which of the following is a database language?

A) PHP

B) GPL

C) ASP.NET

D) SQL

Ans - D

Question : 187

A computer’s hard disk is _____?

A) Computer hardware

B) Computer software

C) Operating system

D) An arithmetic and logical unit

Ans - A

Question : 188

Text and graphs that have been cut or copied are stored in an area called _____?

A) Memory

B) Cookies

C) Paste Board

D) Clip Board

Ans - D

Question : 189

_____ a software program writes the necessary data for running the program on your hard drive?

A) Installing

B) Uninstalling

C) Activating

D) Encrypting

Ans - A

Question : 190

Reload is a synonym for what command?

A) Restart

B) Retry

C) Refresh

D) Rework

Ans - C

Question : 191

A compact disc is a data storage system of type

A) magnetic

B) optical

C) electrical

D) Electromechanical

Ans - B

Question : 192

The first computer language was

A) COBOL

B) BASIC

C) FORTRAN

D) PASCAL

Ans - C

Question : 193

A programming language having a _____ is slow in execution.

A) interpreter

B) compiler

C) assembler

D) Linker

Ans - A

Question : 194

What kind of Protocol is used to provide Internet access from mobile?

A) TCP/IP
B) ISD
C) WAP
D) HTTP

Ans - C

Question : 195

Verification of a login name and password is known as _____.

A) configuration

B) accessibility

C) authentication

D) logging in

Ans - C

Question : 196

The most widely used code that represents each character as a unique 8-bit code is _____.

A) ASCII

B) Unicode

C) Binary numbering system

D) EBCDIC

Ans - A

Question : 197

_____ are often delivered to a PC through an email attachment and are often designed to do harm.

A) Viruses

B) Spam

C) Portals

D) SMS messages

Ans - A

Question : 198

A repair for a known software bug, usually available at no charge on the internet, is called a(n) _____.

A) version

B) patch

C) tutorial

D) FAQ

Ans - B

Question : 199

If you change Windows 98 to Windows-xp, you are actually performing ____.

A) upstart

B) upgrade

C) update

D) Patch

Ans - B

Question : 200

Which among the following is the largest space?

A) Gigabyte (GB)

B) Petabyte (PB)

C) Terabyte (TB)

D) Megabyte (MB)

Ans - B

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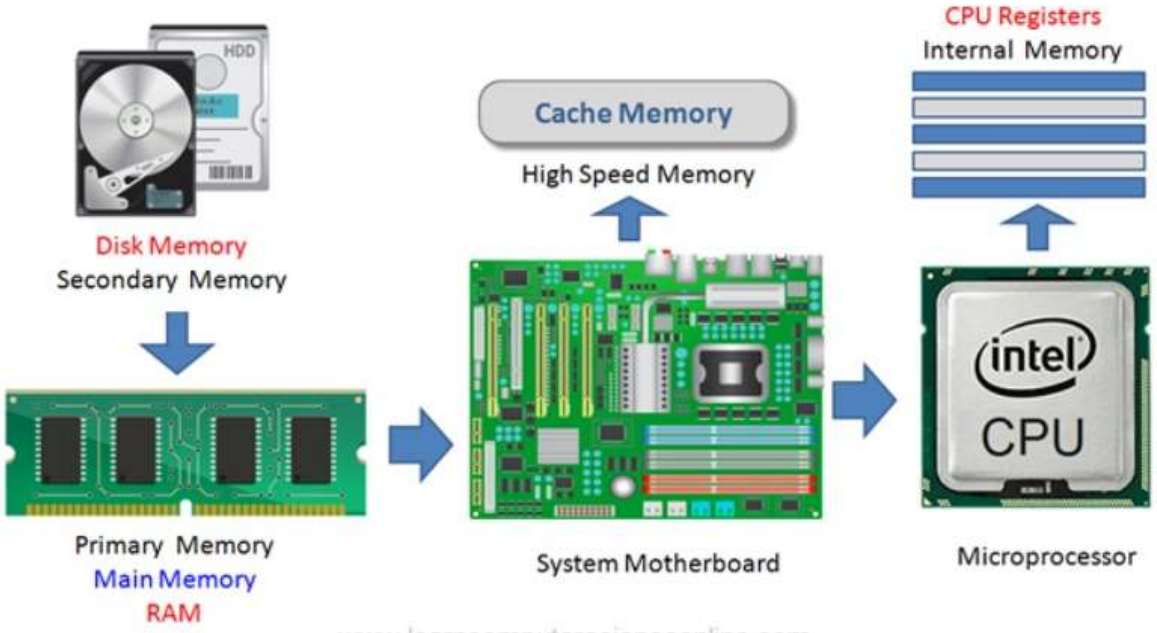
COMPUTER MEMORY

CLASS - 5

Computer Memory

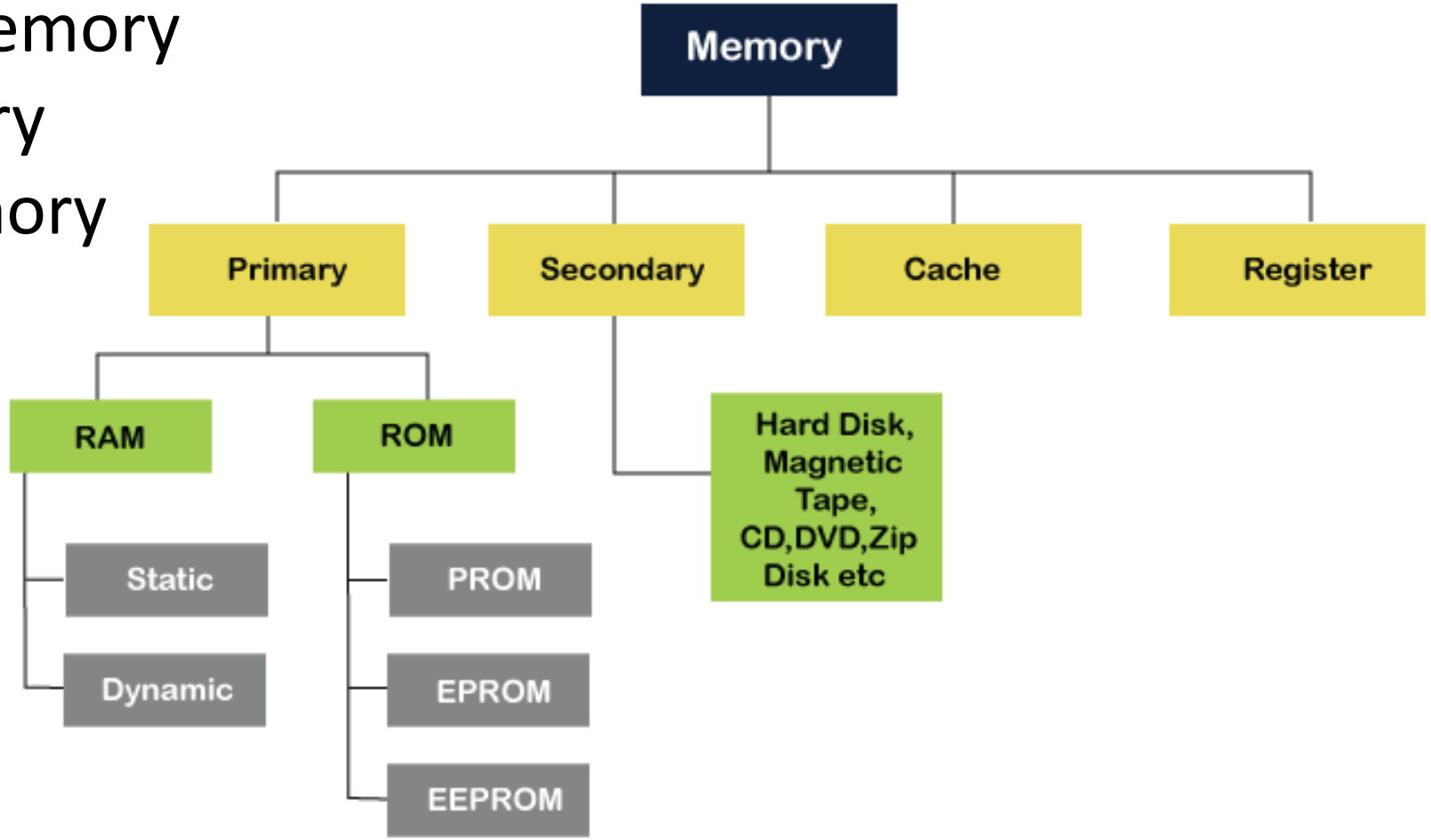
Computer memory is any physical device, used to store data, information or instruction temporarily or permanently. It is the collection of storage units that stores binary information in the form of bits. The memory block is split into a small number of components, called cells. Memory is one of the basic functions of a computer, because without it, a computer would not be able to func



Types of Computer Memory

In general, computer memory is of four types:

1. Primary memory
2. Secondary memory
3. Cache memory
4. Register memory



1. Primary Memory

It is also known as the main memory of the computer system. It is used to store data and programs or instructions during computer operations. It uses semiconductor technology and hence is commonly called semiconductor memory.

Primary memory is of two types:

1. RAM (Random Access Memory)
2. ROM (Read Only Memory)

RAM (Random Access Memory):

It is a volatile memory. Volatile memory stores information based on the power supply. If the power supply fails/ interrupted/stopped, all the data and information on this memory will be lost. RAM is used for booting up or start the computer. It temporarily stores programs/data which has to be executed by the processor.

RAM is of two types:

SRAM	DRAM
It is a Static Random-Access Memory.	It is a Dynamic Random Access Memory.
The access time of SRAM is slow.	The access time of DRAM is high.
It uses flip-flops to store each bit of information.	It uses a capacitor to store each bit of information.
It does not require periodic refreshing to preserve the information.	It requires periodically refreshing to preserve the information.
It uses in cache memory.	It is used in the main memory.
The cost of SRAM is expensive.	The cost of DRAM is less expensive.
It has a complex structure.	Its structure is simple.
It requires low power consumption.	It requires more power consumption.

Advantages of RAM

- It is a faster type of memory in a computer.
- It requires less power to operate.
- Program loads much faster
- More RAM increases the performance of a system and can multitask.
- Perform read and write operations.
- The processor can read information faster than a hard disc, floppy, USB, etc.

ROM (Read Only Memory):

It is a non-volatile memory. Non-volatile memory stores information even when there is a power supply failed/ interrupted/stopped. ROM is used to store information that is used to operate the system. As its name refers to read-only memory, we can only read the programs and data that is stored on it. The information stored in the ROM in binary format. It is also known as permanent memory.

ROM is of three types:

1. PROM
2. EPROM
3. EEPROM

PROM (Programmable Read Only Memory):

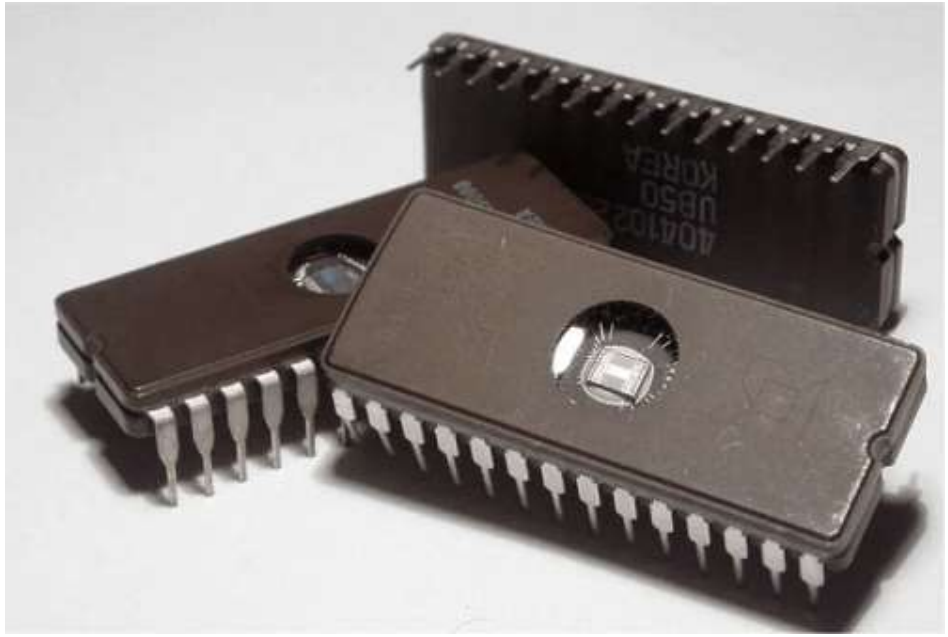
This form of ROM is initially blank. The user or manufacturer can write data/program on it by using special devices. However, once the program or data is written in PROM chip, it cannot be changed. If there is an error in writing instructions or data in PROM, the error cannot be erased. PROM chip becomes unusable.

EPROM (Erasable Programmable Read Only Memory):

This type of ROM can have its contents erased by ultraviolet light and then reprogrammed by user/manufacturer. This procedure can be carried out many times.

EEPROM (Electrically Erasable Programmable Read Only Memory):

The EEROM is an electrically erasable and programmable read only memory used to erase stored data using a high voltage electrical charge and re-programmed it. It is also a non-volatile memory whose data cannot be erased or lost; even the power is turned off. In EEPROM, the stored data can be erased and reprogrammed up to 10 thousand times.



Advantages of ROM

- It is a non-volatile memory in which stored information can be lost even power is turned off.
- It is static, so it does not require refreshing the content every time.
- Data can be stored permanently.
- It is easy to test and store large data as compared to RAM.
- It is cheaper than RAM.
- It is simple and reliable as compared to RAM.
- It helps to start the computer and loads the OS.

Secondary Memory

Secondary memory is a permanent storage space to hold a large amount of data. Secondary memory is also known as external memory that representing the various storage media (hard drives, USB, CDs, flash drives and DVDs) on which the computer data and program can be saved on a long term basis. However, it is cheaper and slower than the main memory. Unlike primary memory, secondary memory cannot be accessed directly by the CPU.

Characteristics of Secondary Memory

1. It is a slow memory but reusable.
2. It is a reliable and non-volatile memory.
3. It is cheaper than primary memory.
4. The storage capacity of secondary memory is large.
5. A computer system can run without secondary memory.
6. In secondary memory, data is stored permanently even when the power is off.

Hard Disk / Magnetic Disk

A hard disk is a computer's permanent storage device. It is a non-volatile disk that permanently stores data, programs, and files, and cannot lose store data when the computer's power source is switched off. Typically, it is located internally on computer's motherboard that stores and retrieves data. It is a large storage device, found on every computer or laptop for permanently storing installed software, music, text documentation, videos, operating system, and data until the user did not delete.

Magnetic Tape

Magnetic tape is a long and narrow strip of plastic that thin magnetic material is coated on. Nearly all recording tape is of this type, whether used for recording audio or video or computer data storage. Magnetic tapes hold the maximum data, which can be accessed sequentially.

Floppy Disk

A floppy disk is a secondary storage system that consisting of thin, flexible magnetic coating disks for holding electronic data such as computer files. It is the oldest type of portable storage device, which can store data up to 1.44 MB. Since most programs were larger, that required multiple floppy disks to store large amounts of data. Therefore, it is not used due to very low memory storage.

CD (Compact Disc)

A CD is an optical disk storage device, stands for Compact Disc. It is a storage device used to store various data types like audio, videos, files, OS, Back-Up file, and any other information useful to a computer. The CD has a width of 1.2 mm and 12 cm in height, which can store approximately 783 MB of data size. It uses laser light to read and write data from the CDs.

Types of CDs

CD-ROM (Compact Disc Read Only Memory):

It is mainly used for bulk size mass like audio CDs, software and computer games at the time of manufacture. Users can only read data, text, music, videos from the disc, but they cannot modify.

CD-R (Compact Disc Recordable):

The type of Compact Disc used to write once by the user; after that, it cannot be modified or erased.

CD-RW (Compact Disc Rewritable):

It is a rewritable CD disc, often used to write or delete the stored data.

DVD

DVD is an optical disc storage device, stands for Digital Video Display or Digital Versatile Disc. It has the same size as a CD but can store a larger amount of data than a compact disc. It can store multiple data formats like audio, videos, images, software, operating system, etc. The storing capacity of data in DVD is 4.7 GB to 17 GB.

Blu Ray Disc

Blu Ray is an Optical disc storage device used to store a large amount of data or high definition of video recording and playing other media files. It uses laser technology to read the stored data of the Blu-ray Disk. It can store more data at a greater density as compared to CD/ DVD. For example, compact discs allow us to store 700 MB of data, and in DVDs, it provides up to 8 GB of storage capacity, while Blu-ray Discs provide 28 GB of space to store data.

Pen Drive

A pen drive is a portable device used to permanently store data and is also known as a USB flash drive. It is commonly used to store and transfer the data connected to a computer using a USB port. It uses an integrated circuit chip that stores the data. It allows the users to store and transfer data like audio, videos, images, etc. from one computer to any USB pen drive.

Cache Memory

It is a small-sized chip-based computer memory that lies between the CPU and the main memory. It is a faster, high performance and temporary memory to enhance the performance of the CPU. It stores all the data and instructions that are often used by computer CPUs. It also reduces the access time of data from the main memory. It is faster than the main memory, and sometimes, it is also called CPU memory because it is very close to the CPU chip.

Register Memory

The register memory is a temporary storage area for storing and transferring the data and the instructions to a computer. It is the smallest and fastest memory of a computer. It is a part of computer memory located in the CPU as the form of registers. The register memory is 16, 32 and 64 bits in size. It temporarily stores data instructions and the address of the memory that is repeatedly used to provide faster response to the CPU.

Register Memory

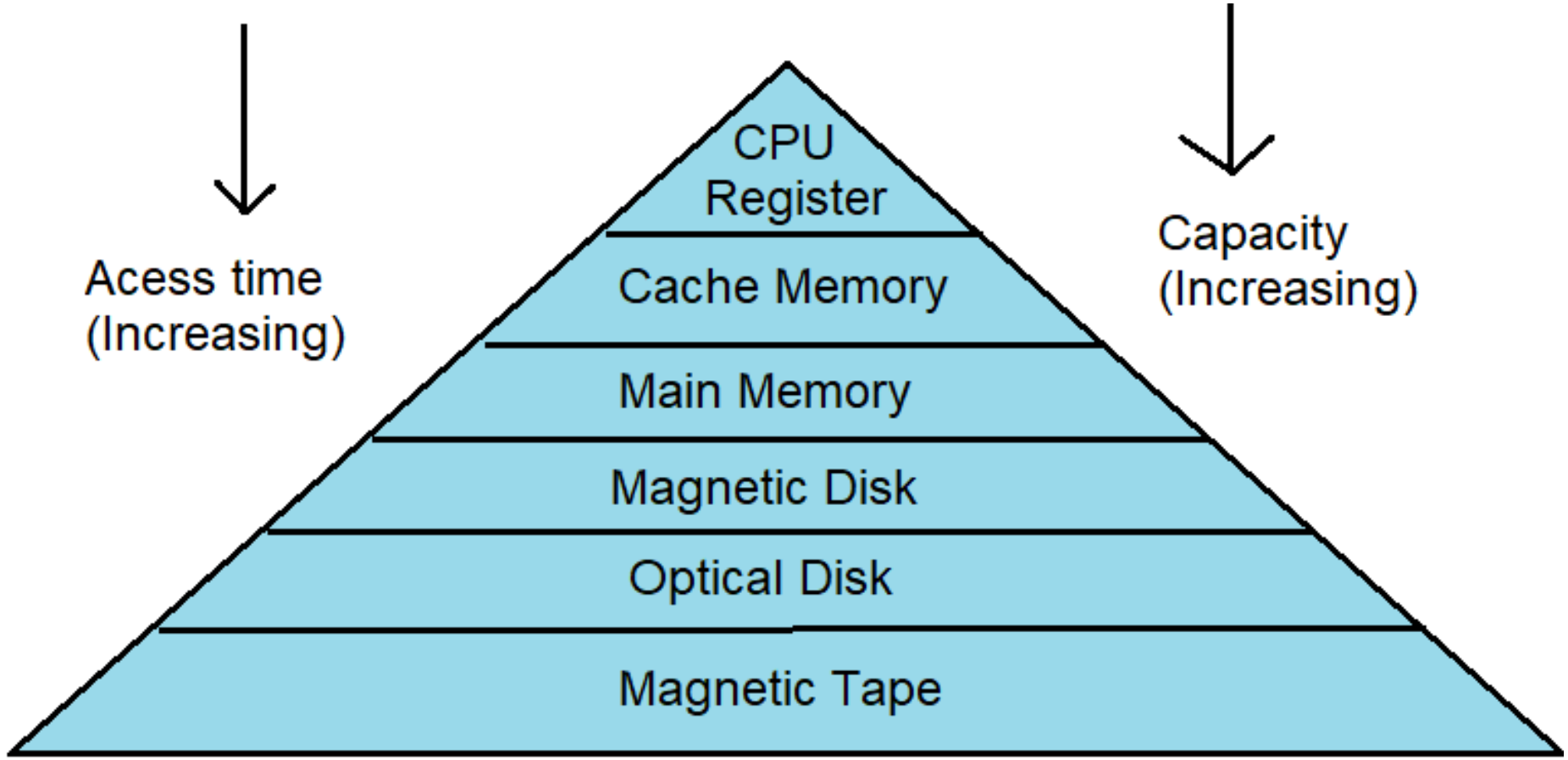


Fig:- Memory Hierarchy

Memory Units Of Computer

1 Bit. = Binary Digit (0 or 1)

1 Nibble = 4 Bits

1024 Bytes. = 1 kilo bytes

1024 Kilobytes = 1 Mega bytes

1024 Megabytes = 1 Giga bytes

1024 Gigabytes = 1 Tera bytes

1024 Terabytes = 1 Peta bytes

1024 Petabytes = 1 Exa bytes

1024 Exabytes = 1 Zetta bytes

1024 Zettabytes = 1 Yotta bytes

1024 Yottabytes = 1 Bronto bytes

1024 Brontobytes = 1 Geop bytes.

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COMPUTER MEMORY

CLASS - 6

Question : 1

What is computer memory?

A. device used to store information in computer

B. device to print output to screen

C. device to process data

D. None of these

Ans - A

Question : 2

Memory is made up of

A. Set of wires

B. Set of circuits

C. Large number of cells

D. Set of optical fiber

Ans - C

Question : 3

The primary memory of a personal computer consists of

A. RAM only

B. ROM only

C. both RAM and ROM

D. Cache memory

Ans - C

Question : 4

Which of these is a category of RAM?

A. Erasable RAM

B. Dynamic RAM

C. Programmable RAM

D. None of these

Ans - B

Question : 5

The most common type of storage devices are _____

A. persistent

B. optical

C. magnetic

D. Flash

Ans - B

Question : 6

The Boot sector files of the system are stored in which computer memory?

A. RAM

B. ROM

C. Cache

D. Register

Ans - B

Question : 7

Computers use the _____ number system to store data and perform calculations.

A. binary

B. octal

C. decimal

D. hexadecimal

Ans - A

Question : 8

The analytical engine development during first generation of computers used _____ as a memory unit.

A. RAM

B. Floppies

C. Cards

D. Counter wheels

Ans - D

Question : 9

What is the permanent memory built into your computer called?

A. RAM

B. Floppy

C. CD-ROM

D. ROM

Ans - D

Question : 10

Which of the following is a storage device that uses rigid, permanently installed magnetic disks to store data/information?

A. floppy diskette

B. hard disk

C. permanent disk

D. optical disk

Ans - B

Question : 11

Which of the following is not used as secondary storage?

A. Semiconductor memory

B. Magnetic disks

C. Magnetic drums

D. Magnetic tapes

Ans - A

Question : 12

_____is the maximum amount of data that can be stored on a storage medium.

A. Magnetic storage

B. Optical storage

C. Solid-state storage

D. Storage capacity

Ans - D

Question : 13

Which of the following statements are not correct about the main memory of a computer?

A. In main memory, data gets lost when power is switched off.

B. Main memory is faster than secondary memory but slower than registers.

C. They are made up of semiconductors.

D. All are correct

Ans - D

Question : 14

Which one of the following use sequential access mechanism?

A. Magnetic tape

B. Hard disk

C. Floppy disk

D. CD

Ans - A

Question : 15

RAM is _____ and _____ .

A. volatile, temporary

B. non-volatile, temporary

C. volatile, permanent

D. non-volatile, permanent

Ans - A

Question : 16

_____ acts as temporary high-speed holding area between the memory and the CPU thereby improving processing capabilities

A. ROM

B. RAM

C. Temporary memory

D. Cache memory

Ans - D

Question : 17

Which of the following has the fastest speed in the computer memory hierarchy?

A. Cache

B. Register in CPU

C. Main memory

D. Disk cache

Ans - B

Question : 18

Which of the following is the lowest in the computer memory hierarchy?

A. Cache

B. RAM

C. Secondary memory

D. CPU registers

Ans - C

Question : 19

A disk’s content that is recorded at the time of manufacture and that cannot be changed or erased by the user is ____

A. memory-only

B. write-only

C. read-only

D. run-only

Ans - C

Question : 20

Which memory acts as a buffer between CPU and main memory?

A. RAM

B. ROM

C. Cache

D. Storage

Ans - C

Question : 21

Which of these memory devices can be removed from the computer?

A. Floppy

B. RAM

C. Hard disk

D. Register

Ans - A

Question : 22

Which of the following statements are not correct about cache memory?

A. Cache memory is used to store data temporarily.

B. It holds that data and program which has to be executed within a short period of time.

C. It consumes less access time as compared to the RAM.

D. All are correct.

Ans - D

Question : 23

Which of these statements are correct for SRAM?

A. It needs refreshing

B. It uses capacitors to store data

C. It uses transistor to store data

D. None of these

Ans - C

Question : 24

Which of the following is used to transfer data between the processor (CPU) and memory?

A. Cache

B. TLB

C. Buffer

D. Registers

Ans - D

Question : 25

Which of these devices use capacitors to store data?

A. SRAM

B. DRAM

C. ERAM

D. PRAM

Ans - B

Question : 26

Which computer memory chip allows simultaneous both read and write operations?

A. ROM

B. RAM

C. PROM

D. EEPROM

Ans - B

Question : 27

Which of these is a type of ROM?

A. PROM

B. EPROM

C. EEPROM

D. All of these

Ans - D

Question : 28

Which of these is a feature of EPROM?

A. It can be programmed by user

B. It is a non-volatile memory

C. It can be erased using UV light

D. All of these

Ans - D

Question : 29

Which of these is a type of secondary memory?

A. Floppy disc

B. CD

C. Magnetic Tapes

D. All of these

Ans - D

Question : 30

What is magnetic tape?

A. Strip of plastic film used to store data

B. It is a volatile memory.

C. Fastest memory storage

D. All of these

Ans - A

Question : 31

Which of these is a circular plate with magnetic coating used to store data?

A. Magnetic Tape

B. Magnetic Disc

C. Cache

D. All of these

Ans - B

Question : 32

Which of the following memories must be refreshed many times per second?

A. EPROM

B. ROM

C. Static RAM

D. Dynamic RAM

Ans - D

Question : 33

USB-type storage device is

A. Secondary

B. Main

C. Tertiary

D. Primary

Ans - A

Question : 34

What is the main advantage of magnetic core memory over semiconductor RAM memory?

A. More compact and smaller

B. More economical

C. A bit does not have to write after reading

D. Non-volatile

Ans - D

Question : 35

When we work on any document on PC, it is stored temporarily on

A. RAM

B. ROM

C. CPU

D. Flash memory

Ans - A

Question : 36

Which of the following is used to hold ROM, RAM, CPU and expansion cards?

A. Computer bus

B. Motherboard

C. Cache memory

D. All of these

Ans - B

Question : 37

Which memory is an example of semiconductor memory and is a volatile memory?

A. RAM

B. ROM

C. Cache

D. Flash memory

Ans - A

Question : 38

Which memory is permanent and is used for storing the BIOS Instruction at the time of manufacturing to start the computer?

A. RAM

B. ROM

C. Cache

D. All of the above

Ans - B

Question : 39

Pen drive and memory card are considered ____ storage.

A. Flash memory

B. Volatile

C. Temporary

D. Non- permanent

Ans - A

Question : 40

Which of the following portable storage devices is likely to have the least storage capacity?

A. Zip disk

B. Floppy disk

C. CD

D. DVD

Ans - B

Question : 41

Accumulator is a _____ that store intermediate result

A. Hard wire unit

B. Register

C. Sequential circuit

D. Finite set machine

Ans - B

Question : 42

What is the purpose of virtual memory in a computer system?

A. To provide additional RAM for faster processing

B. To store temporary internet files

C. To create virtual machines

D. To store the operating system files

Ans - A

Question : 43

In a computer ____ is capable to store single binary bit.

A. Capacitor

B. Flip flop

C. Register

D. Inductor

Ans - B

Question : 44

In which type of memory, once the program or data is written, it cannot be changed?

A. EPROM

B. PROM

C. EEPROM

D. None of these

Ans - B

Question : 45

Which of the following is an example of solid-state storage device?

A. Hard Drive

B. CD

C. DVD

D. USB Flash Drive

Ans - D

Question : 46

Which of the following statement is true about secondary memory (auxiliary memory)?

A. Computer may run without secondary memory.

B. It is also known as backup memory.

C. Data is permanently stored even if power is switched off.

D. All are correct

Ans - D

Question : 47

Where are programs and data kept while the processor is using them?

A. Main memory

B. Secondary memory

C. Disk memory

D. Program memory

Ans - A

Question : 48

Rearranging and allocating space in memory to provide for multiple computing tasks is called

A. Multiprogramming

B. Multitasking

C. Memory Management

D. Networking

Ans - B

Question : 49

Primary storage is _____ as compared to secondary storage.

A. Slow and inexpensive

B. Fast and inexpensive

C. Fast and expensive

D. Slow and expensive

Ans - C

Question : 50

The computer internal memory consists of

A. Cache memory, registers

B. CPU registers, main memory, cache memory

C. Main memory, secondary memory

D. Virtual memory, cache memory

Ans - B

Question : 51

The smallest unit of memory storage in a computer is ____

A. bit

B. nibble

C. byte

D. kilo byte

Ans - A

Question : 52

One bit can store _____ range of values.

A. 0 or 1

B. 0 to 255

C. 0 to 512

D. 0 to 1024

Ans - A

Question : 53

4 bits of memory is called _____.

A. bit

B. nibble

C. byte

D. kilo byte

Ans - B

Question : 54

8 bits of memory is called _____.

A. bit

B. nibble

C. byte

D. kilo byte

Ans - C

Question : 55

1024 KB of storage is called _____.

A. byte

B. Kilo Byte (KB)

C. Mega Byte (MB)

D. Tera Byte (TB)

Ans - C

Question : 56

1024 MB of storage is called _____.

A. byte

B. Kilo Byte (KB)

C. Mega Byte (MB)

D. Gigabyte (GB)

Ans - D

Question : 57

How much data can be stored in a CD?

A. 1 GB

B. 700MB

C. 2.5 MB

D. 1.44MB

Ans - B

Question : 58

Which of the following is billionth of a second?

A. Gigabyte

B. Terabyte

C. Nanosecond

D. Microsecond

Ans - C

Question : 59

The amount of memory (RAM or ROM) is measured in

A. Bytes

B. Bits

C. Mega bytes

D. Giga bytes

Ans - D

Question : 60

Which of the following can hold maximum of 1.44 MB data?

A. Hard disk

B. CD-ROM

C. Floppy disk

D. DVD

Ans - C

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COMPUTER MEMORY

CLASS - 7

Question : 61

Which of the following memory types is used for long-term storage of data?

A. RAM

B. ROM

C. Hard Disk

D. Cache memory

Ans - C

Question : 62

Which of the following is used to access a file from the computer store?

A. Insert

B. Retrieve

C. File

D. Print

Ans - B

Question : 63

Which type of RAM is used as cache memory in CPUs due to its faster access times?

A. DRAM

B. SRAM

C. DDR RAM

D. SDRAM

Ans - B

Question : 64

Which of the following memory types is used in solid-state drives (SSDs)?

A. DRAM

B. SRAM

C. Flash memory

D. EEPROM

Ans - C

Question : 65

The primary function of cache memory is to:

A. Store the operating system files

B. Store frequently used data and instructions for faster access by the CPU

C. Provide long-term storage for user files and programs

D. Act as an intermediary between the CPU and the hard disk drive

Ans - B

Question : 66

Which of the following is a type of memory that can be accessed more quickly than main memory?

A. Virtual memory

B. Cache memory

C. Hard Disk

D. Optical Disk

Ans - B

Question : 67

The primary advantage of volatile memory is its:

A. Fast data access speed

B. Large storage capacity

C. Durability and resistance to physical damage

D. Compatibility with various devices

Ans - A

Question : 68

Which of the following is/are examples of non-volatile storage?

A. Magnetic disks

B. USB flash drive and Memory card

C. Hard Drive

D. All

Ans - D

Question : 69

Cache memory is a type of memory that is located

A. On the motherboard

B. Inside the CPU

C. On external storage devices

D. In non-volatile memory

Ans - B

Question : 70

The memory that cannot be accessed directly by processor (CPU) is

A. internal memory

B. external memory

C. cache memory

D. system memory

Ans - B

Question : 71

Which type of memory is commonly used for storing the operating system, software applications, and user files?

A. Volatile memory

B. Cache memory

C. Non-volatile memory

D. Flash memory

Ans - C

Question : 72

Which of the following memory storage is slow?

A. Magnetic disc

B. RAM

C. Hard disk

D. Optical disk

Ans - D

Question : 73

Which of the following statements is true about non-volatile memory?

A. It is faster than volatile memory

B. It is used for temporary storage of data

C. It is primarily used for cache memory

D. It is commonly used for long-term data storage

Ans - D

Question : 74

Which among the following memories is used in Digital camera?

A. Virtual memory

B. Flash memory

C. Main memory

D. Cache memory

Ans - B

Question : 75

Which memory technology allows data to be written and erased electronically, making it suitable for use in USB drives and memory cards?

A. EEPROM (Electrically Erasable Programmable Read-Only Memory)

B. SRAM (Static Random Access Memory)

C. DRAM (Dynamic Random Access Memory)

D. PROM (Programmable Read-Only Memory)

Ans - A

Question : 76

Give examples of storage devices.

A. Floppy disks, hard disks, CD-ROM drives

B. Floppy disks, keyboards, earphones

C. Floppy disks, keyboards, CD-ROM drives

D. Floppy disks, hard disks, keyboard

Ans - A

Question : 77

The process of copying data from a memory location is

A. Reading

B. Controlling

C. Writing

D. Sharing

Ans - A

Question : 78

Which of the following is a Magnetic Storage Device ?

A. CD

B. DVD

C. HDD

D. B-R Disk

Ans - C

Question : 79

Which memory type is used to store the firmware of electronic devices, such as routers, printers, and digital cameras?

A. EEPROM (Electrically Erasable Programmable Read-Only Memory)

B. SRAM (Static Random Access Memory)

C. DRAM (Dynamic Random Access Memory)

D. PROM (Programmable Read-Only Memory)

Ans - A

Question : 80

Which among the following is a cloud storage service offered by Microsoft?

A. Skype

B. mCloud

C. Dropbox

D. One Drive

Ans - D

Question : 81

The process of reading data from an optical disc such as a CD or DVD is performed using:

A. Magnetic heads

B. Flash memory cells

C. Laser beams

D. Capacitors

Ans - C

Question : 82

Which of the following has the highest storage capacity ?

A. CD

B. DVD

C. Floppy Disk

D. Blue Ray Disk

Ans - D

Question : 83

The storage capacity of a secondary memory device is typically measured in:

A. Nanoseconds (ns)

B. Bytes (B) or Kilobytes (KB)

C. Megahertz (MHz)

D. Gigabytes (GB) or Terabytes (TB)

Ans - D

Question : 84

Dividing the physical hard disk memory into logical memory is called

A. Indexing

B. Aggregation

C. Database

D. Partitions

Ans - D

Question : 85

Which type of secondary memory offers the fastest data access times and is commonly used as the main storage in modern laptops and desktops?

A. Hard Disk Drive (HDD)

B. Solid-State Drive (SSD)

C. Blu-ray disc

D. USB flash drive

Ans - A

Question : 86

The secondary memory that comes fixed internally on your computer is

A. Floppy Disk

B. Compact desk

C. USB Disk

D. Hard Disk

Ans - D

Question : 87

The primary use of a USB flash drive is for:

A. Long-term data backup

B. Archival storage

C. Storing and transferring data between computers and devices

D. High-speed data access for gaming

Ans - C

Question : 88

Any electronic holding place where data can be stored and retrieved later whenever required is ____

A. memory

B. drive

C. disk

D. Circuit

Ans - A

Question : 89

Which secondary memory device is commonly used for portable data storage and is small, lightweight, and easy to carry around?

A. Hard Disk Drive (HDD)

B. Solid-State Drive (SSD)

C. Blu-ray disc

D. USB flash drive

Ans - D

Question : 90

Computer memory is made up of a large number of cells. Each cell is capable of storing _____ of information in the form of binary numbers.

A. One Bits

B. Two Bits

C. Three Bits

D. Four Bits

Ans - A

Question : 91

Primary memory is used for storing _____

A. Data only

B. Calculations only

C. Programs only

D. All of the Above

Ans - D

Question : 92

Which of the following error occurs when software tries to access protected memory?

A. Segmentation Fault

B. Display time Error

C. IO Error

D. Runtime Error

Ans - A

Question : 93

Which of the following is used to increase the speed of the CPU?

A. Cache Memory

B. Virtual Memory

C. Main Memory

D. Flash Memory

Ans - A

Question : 94

A register is defined as __?

A. The group of latches for storing one bit of information

B. The group of latches for storing n-bit of information

C. The group of flip-flops suitable for storing one bit of information

D. The group of flip-flops suitable for storing binary information

Ans - D

Question : 95

The time for the actual data transfer after receiving the request for data from secondary storage is referred to as the disk's ?

A. transfer time

B. movement time

C. access time

D. data input time

Ans - C

Question : 96

A tape drive offers _____ access to data.

A. timely

B. sporadic

C. random

D. sequential

Ans - D

Question : 97

The process of reading data from a magnetic storage device, such as a hard disk, is known as

A. Accessing

B. Burning

C. Formatting

D. Defragmenting

Ans - A

Question : 98

The main memory of a computer must be large enough to contain the active parts of _____.

A. the operating system

B. the applications

C. input/output storage & working storage

D. All of these

Ans - B

Question : 99

Memory cards are commonly used in which of the following devices?

A. Printers

B. Monitors

C. Cameras

D. Speakers

Ans - C

Question : 100

The primary advantage of a pen drive is its:

A. High storage capacity

B. Durability and resistance to physical damage

C. Low cost per gigabyte

D. Portability and plug-and-play convenience

Ans - D

Question : 101

Data on a floppy disk is recorded in rings called _____.

A. sectors

B. ringers

C. rounders

D. tracks

Ans - D

Question : 102

Processors of all computers, whether micro, mini or mainframe must have:

A. ALU

B. Primary Storage

C. Control Unit

D. All of the above

Ans - D

Question : 103

To what temporary area can you store text and other data, and later paste them to another location?

A. The clipboard

B. ROM

C. CD-ROM

D. The hard disk

Ans - A

Question : 104

What is the difference between a CD-ROM and a CD-RW?

A. They are the same – just two different terms used by different manufacturers

B. A CD-ROM can be written to and a CDRW cannot

C. A CD-RW can be read & written to, but a CD-ROM can only be read from CD.

D. A CD-ROM holds more information than a CD-RW

Ans - C

Question : 105

The main directory of a disk is called the _____ Directory.

A. root

B. sub

C. folder

D. Network

Ans - A

Question : 106

What does storage unit provide?

A. Place for typing data

B. Storage for information and instruction

C. Place for printing information

D. All of the above

Ans - B

Question : 107

What is the term used for measurement of how fast data moves from one place to another?

A. data per unit

B. bits per second

C. bits per hour

D. ratio per bit

Ans - B

Question : 108

Arrange in descending order of the units of memory TB, KB, GB, MB.

A. TB > MB > GB > KB

B. MB > GB > TB > KB

C. TB > GB > MB > KB

D. GB > MB > DB > KB

Ans - C

Question : 109

Which of the following correctly lists computer memory types from highest to lowest speed ?

A. Secondary Storage; Main Memory (RAM); Cache Memory; CPU Registers

B. CPU Registers; Cache Memory; Secondary Storage; Main Memory (RAM)

C. CPU Registers; Cache Memory; Main Memory (RAM); Secondary Storage

D. Cache Memory; CPU Registers; Main Memory (RAM); Secondary Storage

Ans - C

Question : 110

The data storage hierarchy consists of :

A. Bytes, bits, fields, records, files and databases

B. Bits, bytes, fields, records, files and databases

C. Bits, bytes, records, fields, files and databases

D. Bits, bytes, fields, files, records and databases

Ans - B

Question : 111

The abbreviation "MB" stands for:

A. Megabit

B. Megabyte

C. Microbit

D. Millibit

Ans - B

Question : 112

What is the full form of RAM?

A. Read Access Memory

B. Random Access Memory

C. Readable Access Memory

D. Random Accumulator Memory

Ans - B

Question : 113

What is the full form of ROM?

A. Read-Only Memory

B. Random Only Memory

C. Register Only Memory

D. Readable Only Memory

Ans - A

Question : 114

USB stands for

A. Uniform service bus

B. Universal serial bus

C. Universal serial buffer

D. Universal sector bus

Ans - B

Question : 115

EPROM stands for?

A. Electronically Programmable Read Only Memory

B. Erasable Programmable Read Only Memory

C. Electronically Primary Read Only Memory

D. Erasable Primary Read Only Memory

Ans - b

Question : 116

EEPROM stands for?

A. Erasable External Programmable Read Only Memory

B. External Erasable Programmable Read Only Memory

C. Electronically Erasable Programmable Read Only Memory

D. Electrically Erasable Programmable Read-only Memory

Ans - d

Question : 117

What does SSD stand for?

A. Small Storage Device

B. Solid State Drive

C. Simple Storage Drive

D. None of these

Ans - b

Question : 118

What does HDD stand for?

A. High Speed Disc Drive

B. High Performance Drive disc

C. Hard disc drive

D. None of these

Ans - C

Question : 119

WORM stands for?

A. Write Once Read Many

B. Write Only Random Memory

C. Write Only Read Many

D. None of these

Ans - A

Question : 120

What does DVD stand for?

A. Duplicate visual Disc

B. Digital Versatile Device

C. Digital Versatile Disc

D. Duplicate Visual Device

Ans - B

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Computer Input & Output Devices

CLASS - 8

What are Input Devices?

Input devices are the hardware components that allow users to send information or commands to a computer. These devices convert human actions and data into a digital format that the computer can process.

Examples

- Keyboard
- Mouse
- Joystick
- Track Ball
- Light Pen
- Scanner
- Optical Mark Reader (OMR)
- Optical Character Reader (OCR)
- Magnetic Ink Card Reader (MICR)
- Bar Code Reader
- Web Camera
- Microphone

Keyboard

The keyboard is the most frequent and widely used input device for entering data into a computer. There are several types of keyboards according to geographic location but the most popular one is QWERTY.

Typing Keys: The letter keys (A-Z) and number keys (09) are among these keys.

Control Keys: These keys control the pointer and the screen. There are four directional arrow keys on it. Home, End, Insert, Alternate(Alt), Delete, Control(Ctrl), etc., and Escape are all control keys (Esc).

Special Keys: Enter, Shift, Caps Lock, Num Lock, Tab, etc., and Print Screen are among the special function keys on the keyboard.

Function Keys: The 12 keys from F1 to F12 are on the topmost row of the keyboard.

Modifier keys: Alt, Shift and Ctrl

Mouse

The most common pointing device is the mouse. A hand-supported input device that allows users to move the cursor on the screen is a mouse. It works on a flat surface with a wheel between the left and right buttons. The left mouse button can be used to select or move items, while the right mouse button when clicked displays extra menus.

Joystick

Joystick is a pointing device to move the cursor on the monitor screen but not the same as a mouse. It has a spherical ball stick-type structure. It can move in all directions and is a CAD (Computer-Aided Design) mainly for gaming purposes.

Light Pen

Light Pen (similar to the pen) is a pointing device which is used to select a displayed menu item or draw pictures on the monitor screen. It consists of a photocell and an optical system placed in a small tube. When its tip is moved over the monitor screen, and pen button is pressed, its photocell sensing element detects the screen location and sends the corresponding signals to the CPU.

Scanner

Scanners convert physical documents, images, or objects into digital formats that can be stored and manipulated on a computer. They are widely used in offices, libraries, and graphic design studios.

Optical Mark Reader (OMR)

An Optical Mark Reader is a device that is generally used in educational institutions to check the answers to objective exams. It recognizes the marks present by pencil and pen. The OMR uses a special scanner that focuses a beam of light on the affected area.

Magnetic Ink Card Reader (MICR)

It is a device that is generally used in banks to deal with the cheques given to the bank by the customer. It helps in reading the magnetic ink present in the code number and cheque number.

Bar Code Reader

It is a reading device but to read barcode data like on goods, books, etc. It can be a handheld scanner or a stationary one but they both scan the image by converting it to alphanumeric value on the computer.

Webcam

A webcam is a video camera that connects to a computer and faces the user, which is used to capture pictures, make a video by a computer system.

Microphone

Microphones capture audio input, converting sound waves into digital signals. They are used for activities like voice recording, video conferencing, and speech recognition.

Touch pad

Most laptop computers today have a touch pad pointing device. You can move the onscreen cursor by sliding your finger along the surface of the touch pad. The buttons are located below the pad, but most touch pads allow you to perform “mouse clicks” by tapping on the pad itself.

Touch Screen

A touch screen is an electronic visual display that can detect the presence and location of a touch within the display area. The term generally refers to touching the display of the device with a finger or hand. Touch screens can also sense other passive objects, such as a stylus.

Output Devices

Output Devices are the devices that show us the result after giving the input to a computer system. Output can be of many different forms like image, graphic audio, video, etc. Some of the output devices are described below.

Examples

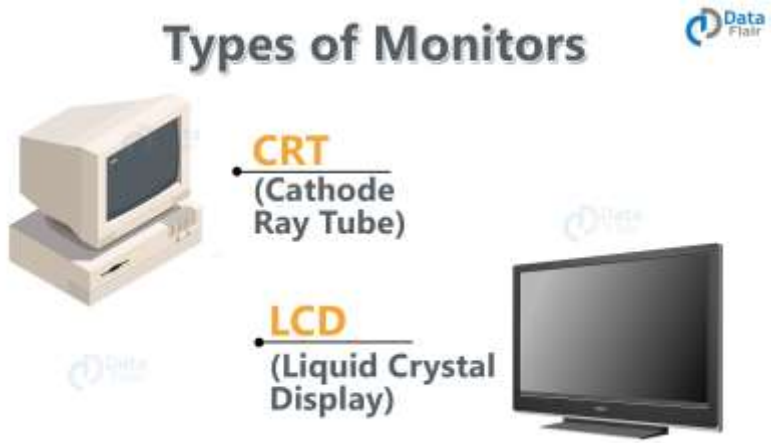
- Monitor
- Printer
- Plotter
- Projector
- Speaker

Monitor

Monitors, also known as Visual Display Units (VDUs), are a computer's primary output device. It creates images by arranging small dots, known as pixels, in a rectangular pattern. The amount of pixels determines the image's sharpness.

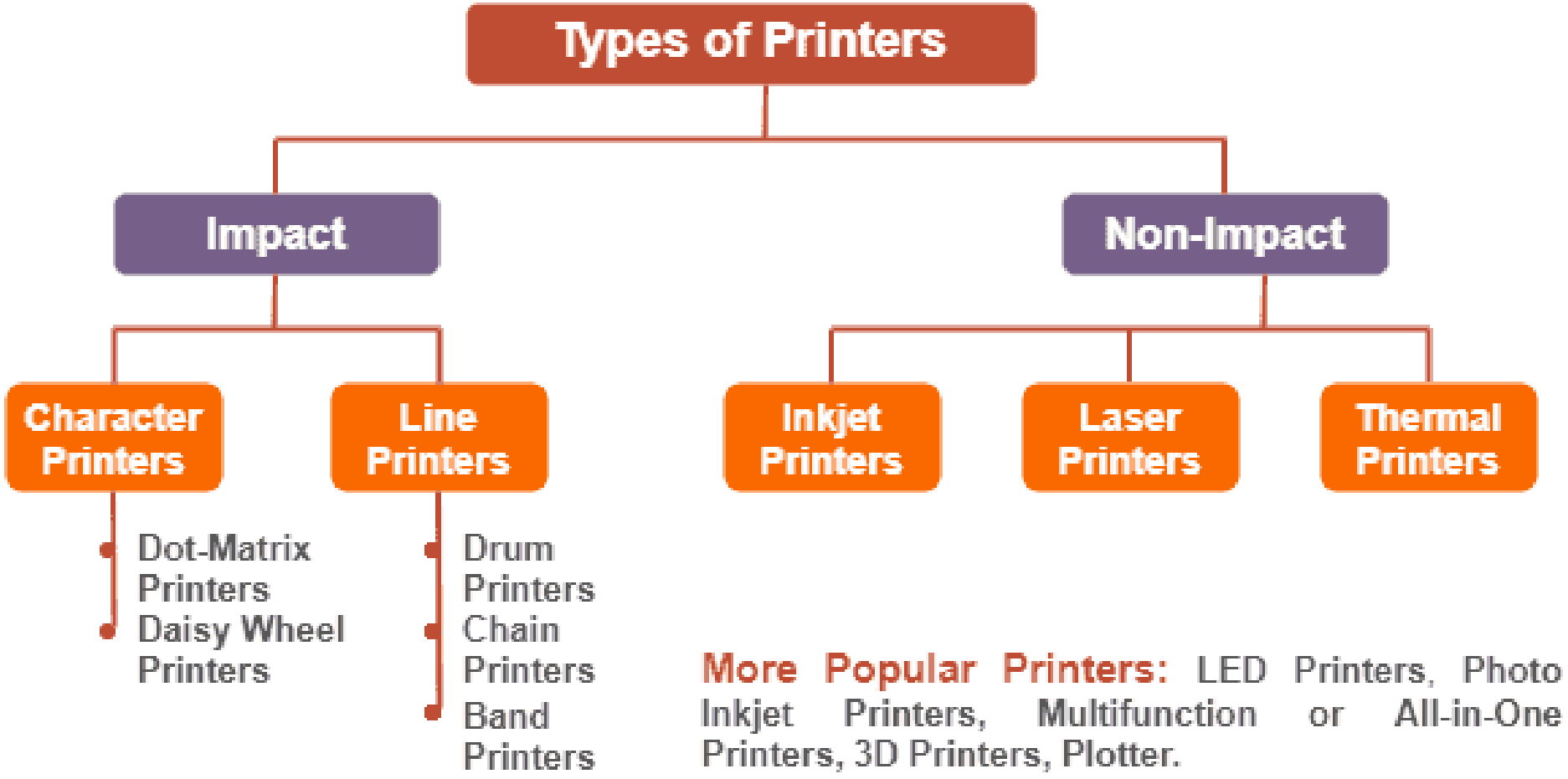
Basic types of monitors

1. CRT (Cathode Ray Tube) monitors
2. LCD (Liquid Crystal Display) monitors
3. LED(Light-Emitting Diode) monitors



Printer

Printers are output devices that allow you to print information on paper. There are certain types of printers which are described below.



More Popular Printers: LED Printers, Photo Inkjet Printers, Multifunction or All-in-One Printers, 3D Printers, Plotter.

Impact Printer

They have a ribbon on the front which prints characters on the paper by pressing it.

Characteristics

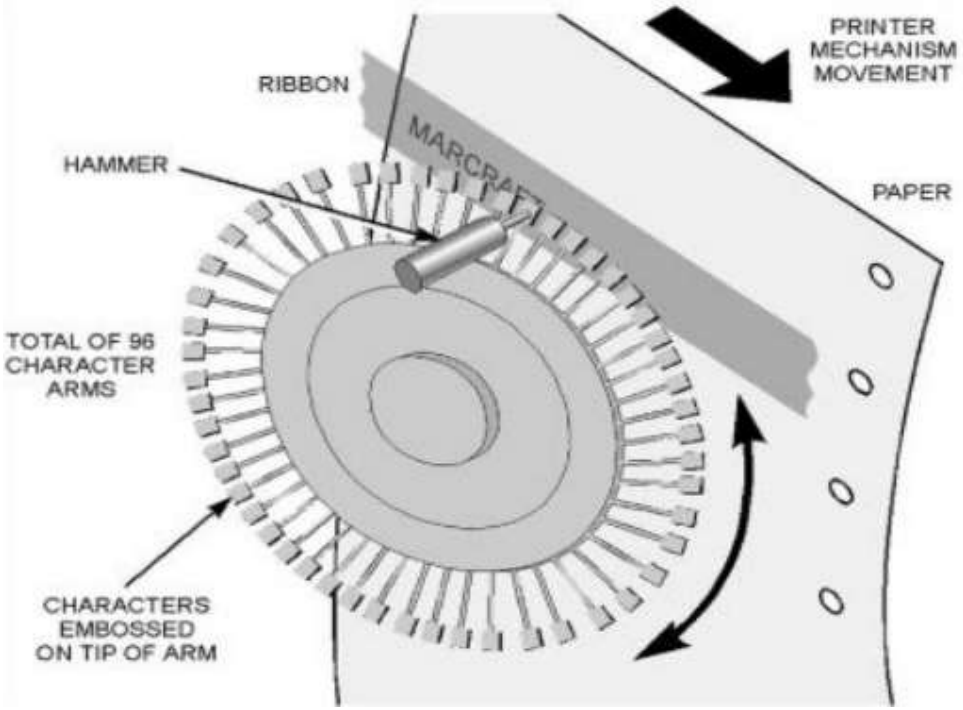
- Consumable cost is less
- Noisy in nature
- Good for bulk printing
- Physical contact between paper and machine

Character Printers

Character Printer has the capability to print only one character at a time.

It is of two types.

- Dot Matrix Printer
- Daisy Wheel

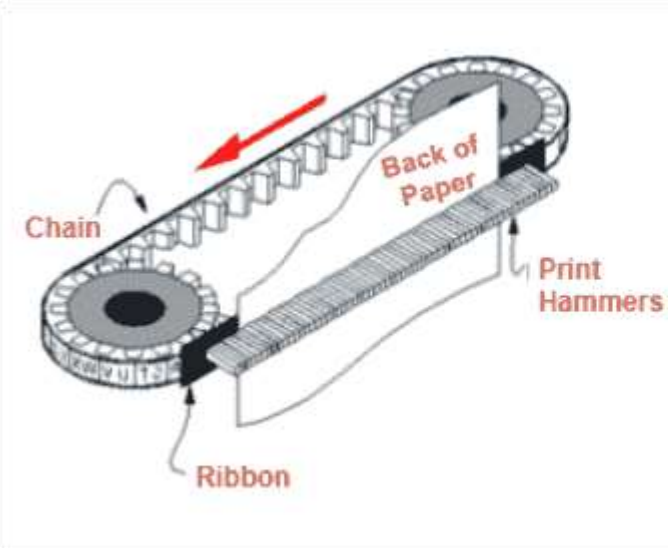


Line Printers

Line Printers are printers that have the capability to print one line at a time.

It is of two types.

- Drum Printer
- Chain Printer



Non-Impact Printers

Characters are printed without the need for a ribbon in non-impact printers. Because these printers print a full page at a time, they're also known as Page Printers.

Characteristics

- Very fast
- Don't make noise
- High-Quality printing
- Many fonts and character size available

Laser Printers

Laser Printers use laser lights for producing dots which will produce characters on the page.

Inkjet Printers

Inkjet printers are printers that use spray technology for printing papers. High-quality papers are produced in an Inkjet printer. They also do color printing.

Plotter

A plotter printer is a type of large-format printer used to print high-quality, large-scale images such as engineering drawings, architectural blueprints, and banners.

Projector

A projector is an output device that accepts data from a computer (output) and projects that data or information as a picture onto a wall or screen or any large surface.

Speaker

Speakers produce audio output, converting digital sound signals into audible sounds. They are integral to multimedia experiences, including watching videos, playing games, and listening to music.

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Computer Input & Output Devices

CLASS - 9

Question : 1

What is the primary function of an input device?

A. Display information

B. Enter data into a computer

C. Store data

D. Print documents

Ans - B

Question : 2

What is the primary function of an output device?

A. Enter data into a computer

B. Display information from a computer

C. Store data

D. Process data

Ans - B

Question : 3

Which of the following is an example of a pointing device?

A. Keyboard

B. Mouse

C. Speaker

D. Monitor

Ans - B

Question : 4

A barcode scanner is primarily used for

A. Converting text to speech

B. Capturing images

C. Reading barcodes

D. Playing music

Ans - B

Question : 5

Which output device is typically used to display video and graphics on a computer?

A. Monitor

B. Printer

C. Speaker

D. Plotter

Ans - A

Question : 6

The devices that are externally attached to the computer machine are called?

A. Input devices

B. Output devices

C. Peripheral devices

D. None of the Above

Ans - C

Question : 7

Standard keyboard contains how many keys?

A. 106

B. 101

C. 104

D. 100

Ans - C

Question : 8

It is a device that moves in all directions and is used in flight simulators, CAD CAM systems?

A. Mouse

B. Joystick

C. Touch Screen

D. Biometric sensors

Ans - B

Question : 9

Which is used widely to read answers of objective type tests?

A. MICR Code

B. Barcode Reader

C. Optical Mark Reader

D. Biometric sensors

Ans - C

Question : 10

Which device is mainly used for security purposes and for making attendance of employees/ students in different organisations and institutions?

A. MICR Code

B. Barcode Reader

C. Optical Mark Reader

D. Biometric sensors

Ans - D

Question : 11

What type of input device is a webcam?

A. Audio input device

B. Text input device

C. Image input device

D. Video input device

Ans - D

Question : 12

Which input device is used for capturing printed documents and images?

A. Webcam

B. Microphone

C. Scanner

D. Joystick

Ans - C

Question : 13

Which device is mainly used by the banking industry to streamline the processing and clearance of cheques and other documents?

A. MICR Code

B. Barcode Reader

C. Optical Mark Reader

D. Optical character recognition

Ans - A

Question : 14

It is an optical input device and uses light as input source to convert an image into an electronic form that can be stored into the computer?

A. MICR Code

B. Scanner

C. Optical Mark Reader

D. Optical character recognition

Ans - B

Question : 15

Which of the following is a touch-sensitive input device?

A. Stylus

B. Keyboard

C. Joystick

D. Trackball

Ans - A

Question : 16

Which printer prints by striking tiny pins against an ink ribbon?

A. Daisy wheel printer

B. Line printer

C. Dot matrix printer

D. Drum printer

Ans - C

Question : 17

Which printer is used in ATM machines?

A. Laser printer

B. Thermal printer

C. Inkjet printer

D. Drum printer

Ans - B

Question : 18

What is the primary function of a projector as an output device?

A. Display printed documents

B. Create sound

C. Display digital images and videos on a large screen

D. Print documents

Ans - C

Question : 19

What type of printer uses a non-impact printing technology that produces high-quality text and graphics?

A. Inkjet printer

B. Laser printer

C. Dot matrix printer

D. Thermal printer

Ans - B

Question : 20

What type of input device is used for capturing videos and audio?

A. Webcam

B. Microphone

C. Scanner

D. Printer

Ans - B

Question : 21

What type of output device is commonly used for producing high-quality graphics and technical drawings?

A. Inkjet printer

B. Laser printer

C. Dot matrix printer

D. Plotter

Ans - D

Question : 22

Units used to count the speed of a printer?

A. Character per second

B. Line per minute

C. Page per minute

D. All of the above

Ans - D

Question : 23

To select text by shading as you drag the mouse arrow over the text is referred to as ____?

A. Clip art

B. Highlight

C. Fetch

D. Decode

Ans - B

Question : 24

What is the primary function of an optical character recognition (OCR) device?

A. Scanning images

B. Converting printed text into digital text

C. Reading barcodes

D. Capturing sound

Ans - B

Question : 25

Which of the following is not a impact printer?

A. Daisy wheel printer

B. Inkjet printer

C. Dot matrix printer

D. None

Ans - B

Question : 26

Which output device is used to convert digital audio signals into sound?

A. Monitor

B. Printer

C. Speaker

D. Plotter

Ans - C

Question : 27

The output quality of A printer is measured by?

A. Dot per sq. Inch

B. Dot per inch

C. Dot printed per unit of time

D. All of the above

Ans - B

Question : 28

Daisy wheel printer is what type a printer?

A. Non impact

B. Impact

C. Laser

D. Line printer

Ans - B

Question : 29

Which of the following is not a point-and-draw device?

A. Keypad

B. Trackball

C. Touch screen

D. Mouse

Ans - A

Question : 30

What type of input device is commonly used for capturing handwritten or drawn images?

A. Scanner

B. Digital camera

C. Graphics tablet

D. Microphone

Ans - C

Question : 31

What type of printer uses a ribbon and impact mechanism to create printed characters?

A. Inkjet printer

B. Laser printer

C. Dot matrix printer

D. Thermal printer

Ans - C

Question : 32

Which of the following is capable of recognizing a pre-specified type of mark by pencil or pen?

A. OMR

B. Winchester

C. Bar code reader

D. Image Scanner

Ans - A

Question : 33

Number of pixel is called?

A. Dot Pitch

B. Refresh rate

C. Resolution

D. Sharpness

Ans - C

Question : 34

Which output device is used for producing high-quality color prints of digital photos?

A. Inkjet printer

B. Laser printer

C. Dot matrix printer

D. Photo printer

Ans - A

Question : 35

Which device can draw continuous lines?

A. impact printer

B. daisy wheel

C. plotter

D. chain printer

Ans - C

Question : 36

Which of the following is not an example of an audio output device?

A. Monitor

B. Speaker

C. Headphones

D. Soundbar

Ans - A

Question : 37

Linkage between the CPU and users is provided by

A. software

B. control unit

C. storage

D. peripheral devices

Ans - D

Question : 38

What type of output device is used in point-of-sale (POS) systems to print receipts and invoices?

A. Inkjet printer

B. Laser printer

C. Dot matrix printer

D. Thermal printer

Ans - D

Question : 39

What type of output device is commonly used for creating high-resolution images and documents?

A. Inkjet printer

B. Laser printer

C. Plotter

D. Dot matrix printer

Ans - A

Question : 40

Which of the following is the smallest unit of image or smallest dot on the screen?

A. Dot Pitch

B. Pixel

C. Resolution

D. None of above

Ans - B

Question : 41

A light pen is an input device used for

A. Scanning documents

B. Drawing on a touchscreen

C. Measuring temperature

D. Reading barcodes

Ans - B

Question : 42

Which of the following is not an input device?

A. Keyboard

B. Monitor

C. Joystick

D. Microphone

Ans - B

Question : 43

What is a keyboard used for?

A. Input text and numbers and send commands to the computer

B. To create new keys to use with your computer

C. To open the computer up

D. To create pictures and images and send them to your computer

Ans - A

Question : 44

Which of the following could be digital input devices for computers?

A. Digital camcorder

B. Microphone

C. Scanner

D. All of the above

Ans - D

Question : 45

An optical mouse used

A. Infrared light

B. Light emitting diode (LED)

C. Sensor

D. Microwave

Ans - B

Question : 46

Mouse technique is used to access the properties of any object, is ___?

A. Dragging

B. Dropping

C. Right clicking

D. Shift clicking

Ans - C

Question : 47

The mouse ____ usually appears in the shape of an arrow?

A. Indicator

B. Marker

C. Meter

D. Pointer

Ans - D

Question : 48

The mouse generally has ____?

A. Two buttons

B. Three buttons

C. Several buttons

D. Either (a) or (b)

Ans - B

Question : 49

Which among the following are the kinds of mouse?

A. Mechanical, general

B. Optical, mechanical

C. Optical, general

D. Optical, light

Ans - B

Question : 50

These devices provide a means of communication between a computer and outer world.

A. Input/Output

B. Storage

C. Compact

D. Drivers

Ans - A

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Computer Input & Output Devices

CLASS - 10

Question : 51

Which of the following groups consists of only input devices?

A. Mouse, keyboard, Monitor

B. Mouse, keyboard, printer

C. Mouse, keyboard, plotter

D. Mouse, keyboard, Scanner

Ans - D

Question : 52

Any data and instruction entered in the memory of a computer is

A. Storage

B. Output

C. Input

D. Information

Ans - C

Question : 53

Output devices make it possible to _____

A. View and print a data

B. Scan a data

C. Input a data

D. Sending a data

Ans - A

Question : 54

The most common input devices are

A. Microphone, printer

B. Scanner, monitor

C. Digital camera, speaker

D. Keyboard, mouse

Ans - D

Question : 55

Any letter, number, or symbol found on the keyboard that you can type into the computer is

A. Output

B. Character

C. Type

D. Print

Ans - B

Question : 56

Soft copy refers to.

A. Printed output

B. Music sounds

C. Screen output

D. Digitizing

Ans – C

Question : 57

Offline device is:

A. A device which is not connected to CPU

B. A device which is connected to CPU

C. A direct access storage device

D. None of The Above

Ans - A

Question : 58

Printed information called ___ exists physically and is a more permanent form of output than that presented on a display device?

A. Soft copy

B. Carbon copy

C. Hard copy

D. Desk copy

Ans - C

Question : 59

Which of the following monitor types most closely resembles a television

A. flat panel

B. cathode ray tube

C. e - book reader

D. data projector

Ans - B

Question : 60

What is the function of a scanner?

A. Displays images on a screen

B. Prints documents

C. Scans images or documents and converts them into digital data

D. Records sound

Ans - C

Question : 61

Which of the following types of character recognition systems requires the use of magnetic ink:

A. OCR

B. MICR

C. OMR

D. None of The Above

Ans - B

Question : 62

What is the purpose of a microphone?

A. Displays images on a screen

B. Prints documents

C. Captures sound

D. Scans images or documents

Ans - C

Question : 63

What is the function of a graphics tablet?

A. Displays images on a screen

B. Prints documents

C. Captures sound

D. Allows users to draw or write digitally

Ans - D

Question : 64

Which of the following is an example of a biometric input device?

A. Printer

B. Mouse

C. Keyboard

D. Fingerprint scanner

Ans - D

Question : 65

What is the function of a touchpad?

A. Captures sound

B. Displays images on a screen

C. Controls movement of the cursor on a screen

D. Scans images or documents

Ans - C

Question : 66

What is the purpose of a barcode reader?

A. Displays images on a screen

B. Prints documents

C. Captures barcode information for processing

D. Scans barcode information for processing

Ans - D

Question : 67

What term is used to describe using the mouse to move an item on the screen to a new location?

A. Click

B. Double-click

C. Drag and drop

D. Point

Ans - C

Question : 68

Which of the following is an example of an audio output device?

A. Printer

B. Monitor

C. Keyboard

D. Speaker

Ans - D

Question : 69

A key that will erase information from the computer’s memory and characters on the screen

A. edit

B. delete key

C. dummy out

D. trust key

Ans - B

Question : 70

The first computer mouse was built by

A. Douglas Engelbart

B. William English

C. Oaniel Coogher

D. Robert Zawacki

Ans - A

Question : 71

A web camera is a video capturing device attached to the computer system, mostly using a _____.

A. Socket

B. USB Port

C. Cable

D. None of the above

Ans - B

Question : 72

_____ printers are the oldest print technologies still in active production.

A. Impact

B. Ink

C. Laser

D. Dot-matrix

Ans - A

Question : 73

_____ is an example of softcopy device.

A. printer

B. plotter

C. Monitor

D. Keyboard

Ans - C

Question : 74

A button that makes character either upper or lower case and numbers to symbols.

A. monitor

B. shift key

C. icon

D. Mouse

Ans - B

Question : 75

It does not make use wires for connecting to a computer system, but makes use of transmitter and receiver and works on frequencies.

A. Wired

B. Wireless

C. Satellite

D. All of these

Ans - B

Question : 76

What is a barcode?

A. A device that is used to read barcodes

B. A series of vertical lines that represent data

C. A type of scanner

D. A type of joystick

Ans - B

Question : 77

The _____ key will launch the Start button.

A. esc

B. shift

C. ctrl

D. windows

Ans - D

Question : 78

What is a wireless computer mouse?

A. A mouse that uses a cable to connect to the computer

B. A mouse that uses Bluetooth to connect to the computer

C. A mouse that uses Wi-Fi to connect to the computer

D. A mouse that uses Hi-Fi to connect to the computer

Ans - B

Question : 79

_____ is an action of pressing a mouse button.

A. Pressing

B. Holding

C. Clicking

D. Dragging

Ans - C

Question : 80

Which of the following is a toggle key?

A. Caps Lock

B. Num Lock

C. Scroll Lock

D. All of the above

Ans - D

Question : 81

How does a plotter differ from a regular printer?

A. Plotters are larger in size.

B. Plotters use pens or markers instead of ink cartridges.

C. Plotters are slower at printing

D. All of the above

Ans - D

Question : 82

What component is responsible for connecting the various components of a computer and allowing them to communicate with one another?

A. Motherboard

B. Hard Disk Drive

C. Keyboard

D. Monitor

Ans - A

Question : 83

VDU is also called

A. Graphics

B. Monitor

C. Both a and b

D. Printer

Ans - B

Question : 84

When a key is pressed on keyboard, which standard is used for converting the keystroke into the corresponding bits

A. ANSI

B. ASCII

C. EBCDIC

D. ISO

Ans - B

Question : 85

Which type of computer mouse is more portable?

A. Wired mouse

B. Wireless mouse

C. Mouse

D. None

Ans - B

Question : 86

What is the function of a function key?

A. It allows you to enter numbers and symbols.

B. It allows you to navigate between open windows.

C. It provides quick access to specific functions in a program or piece of software.

D. It allows you to switch between uppercase and lowercase letters.

Ans - C

Question : 87

Powerful key that lets you exit a program when pushed _____

A. arrow keys

B. space bar

C. Escape key

D. return key

Ans - C

Question : 88

Which of the following is a characteristic of a QWERTY keyboard layout?

A. It is named after the first six letters in the top row of keys.

B. It is optimized for typing speed and efficiency.

C. It is designed for use in non-English-speaking countries.

D. It has a non-standard arrangement of keys.

Ans - A

Question : 89

What is the function of a web camera (webcam)?

A. Captures sound

B. Displays images on a screen

C. Records videos or images for online communication

D. Scans images or documents

Ans - C

Question : 90

What is the purpose of a plotter?

A. Captures sound

B. Displays images on a screen

C. Prints large-scale graphics or images

D. Scans images or documents

Ans - C

Question : 91

It is also called as online input device.

A. Web camera

B. Joystick

C. Keyboard

D. Mouse

Ans - A

Question : 92

Ctrl, shift and alt are called _____ keys.

A. modifier

B. function

C. adjustment

D. Alphanumeric

Ans - A

Question : 93

What type of resource is most likely to be a shared common resource in a computer network?

A. keyboards

B. speakers

C. floppy disk drives

D. printers

Ans - D

Question : 94

Which input device is integrated into many modern smartphones and tablets, allowing users to interact with the screen using their fingers or a stylus?

A. Mouse

B. Trackball

C. Touchpad

D. Touch screen

Ans - D

Question : 95

What is the purpose of a smartboard?

A. Captures sound

B. Displays images on a screen

C. Allows users to interact with a computer using touch and pen input

D. Scans images or documents

Ans - C

Question : 96

The component of an operating system that manages and controls input and output devices such as keyboards and printers is the:

A. Scheduler

B. File system

C. Device driver

D. Command-line interface (CLI)

Ans - C

Question : 97

Which type of port is commonly used to connect a monitor to a computer for displaying visual output?

A. USB (Universal Serial Bus) port

B. HDMI port

C. VGA port

D. Ethernet port

Ans - B

Question : 98

The output of an analog computer is usually in the form of

A. Numeric values

B. Graphs or charts

C. Binary code

D. Textual data

Ans - B

Question : 99

What are modifier keys?

A. Keys that modify the function of other keys when pressed in combination with them.

B. Keys that change the font size of text.

C. Keys that switch between different language keyboards.

D. Keys that move the cursor around the screen.

Ans - A

Question : 100

The offline portable input device used to capture and store photo and has one screen where we can see the captured photos.

A. Keyboard

B. Digital Camera

C. Web camera

D. Joystick

Ans - B

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OPERATING SYSTEM
MS WINDOWS

CLASS - 11

MS Windows

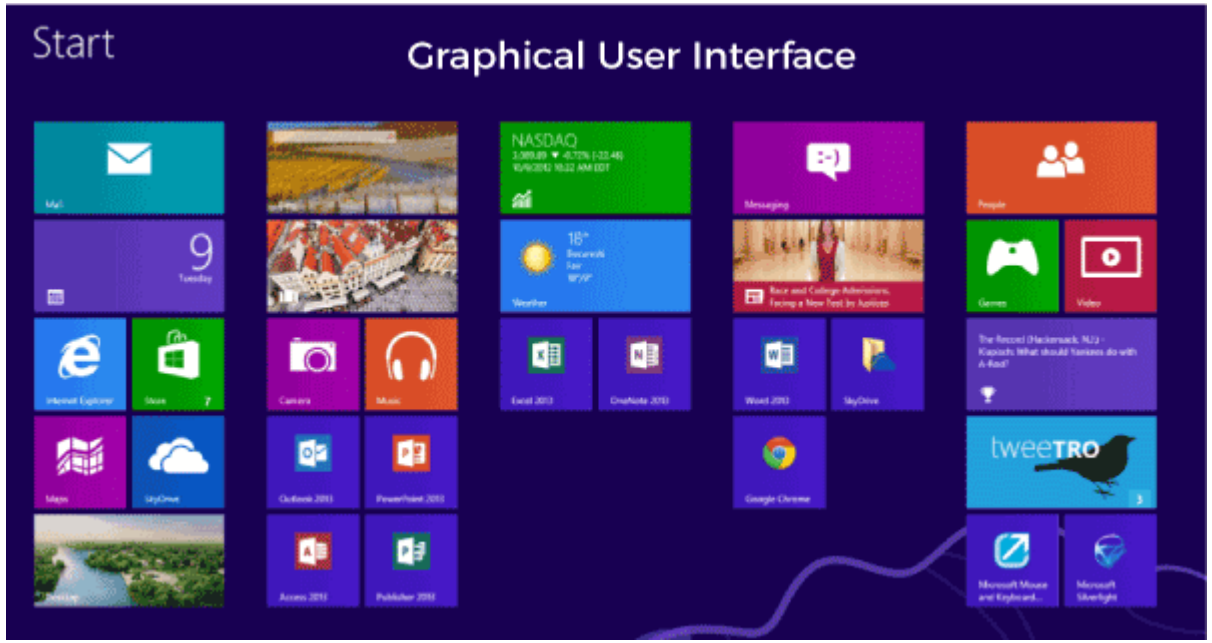
Windows is an operating system launched by Microsoft Corporation. It is totally graphical based operating system. It also gives a platform to the application software to run on itself. In this environment user can communicate with the help of icons.

Characteristic of Windows

1. GUI (Graphical User Interface)
2. Clip Board Memory (Cut & Paste)
3. Multitasking
4. OLE (Object Linking & Embedding)
5. What you see is what you get.
6. Plug & Play Utility

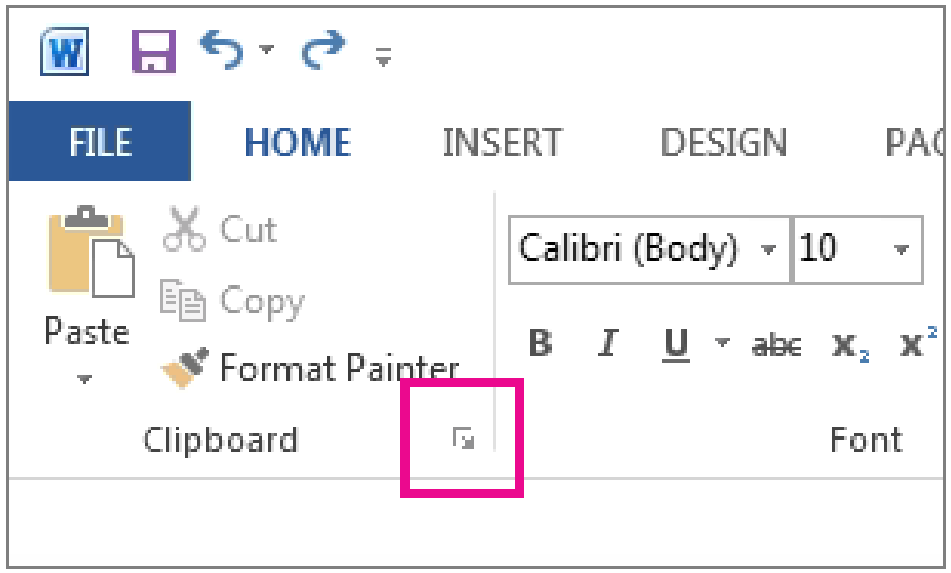
GUI (Graphical User Interface)

This is the first characteristic of windows by which windows become so famous. Through this feature, a user can communicate with the help of Icons. The graphical representation of any program or file is called as Icon.



Clip Board (Cut & Paste)

Clip board is a memory where data is stored after using cut or copy action. This is a volatile memory because when we shutdown our computer this data will be lost.



Multitasking

To run more than one program at a time is called as Multitasking. Since Windows allows multitasking so we can say, Windows gives a facility to the user to run more that one program at a time.

Plug & Play Utility

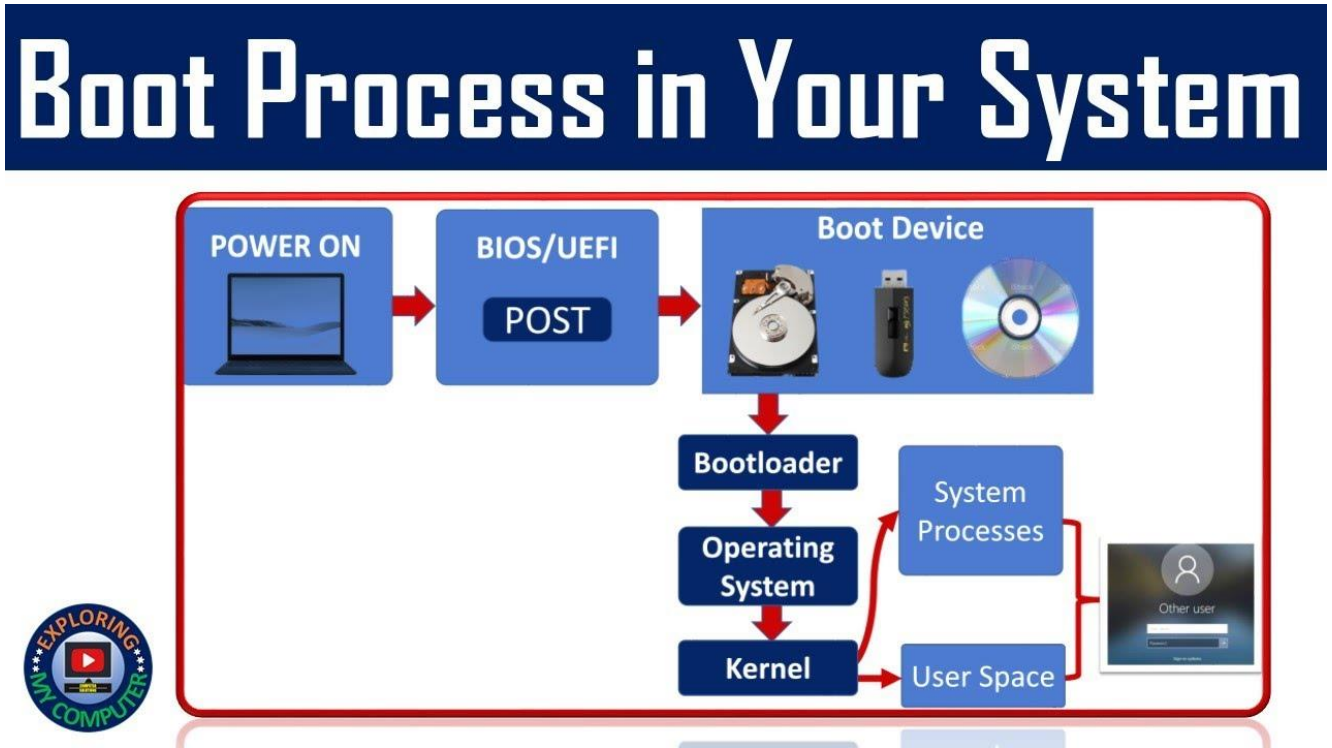
Through this feature the computer detects any hardware port when it is plugged into the computer system. The hardware is detected automatically and Windows gives the facility to the user to use this device.

Versions of MS-Windows

1. Windows NT (NEW TECHNOLOGY)
2. Windows 95
3. Windows 98
4. Windows ME
5. Windows 2000
6. Windows XP
7. Windows Vista
8. Windows 7
9. Windows 8
10. Windows 10
11. Windows 11

Booting Computer in Windows mode

When we switch on the computer, first of all it loads operating system (all necessary files of Windows to startup) in the working memory (RAM) and checks all hardware parts of computer. This process is known as booting. After booting we get a screen which is known as desktop.



There are two types of booting

Cold Booting

A cold boot is also called a hard boot. It is the process when we first start the computer. In other words, when the computer is started from its initial state by pressing the power button it is called cold boot. The instructions are read from the ROM and the operating system is loaded in the main memory.

Warm Booting

Warm Boot is also called soft boot. It refers to when we restart the computer. Here, the computer does not start from the initial state. When the system gets stuck sometimes it is required to restart it while it is ON. Therefore, in this condition the warm boot takes place. Restart button or CTRL+ALT+DELETE keys are used for warm boot.

Desktop Feature

After booting the computer in Windows mode, the area displayed on the screen is known as Desktop. On desktop, we get Icons, Mouse Pointer, Start menu, Task Bar etc. Double-clicking on an icon opens the corresponding program or file inside a window.

My Computer - The gateway to your computer's drives, or data storage areas.

Icon - It is as symbol or small picture, it implements link to certain objects that connected to program or folders.

Recycle Bin - It contains all the deleted files, you can restore them.

Background - The display of Screen which is behind the icons is known as the Background of Desktop. We can set or change it.

Using Your Mouse

The mouse is your most useful tool when working with Windows! It allows you to quickly select and run programs by simply clicking a button.

You can use your mouse in a number of different ways in Windows:

1. Pointing - Move your mouse so that the cursor points to an item on the screen.

2. Clicking - Hold the mouse still, and click the left mouse button once. Clicking usually selects an object (highlighting it) or opens a menu or window.

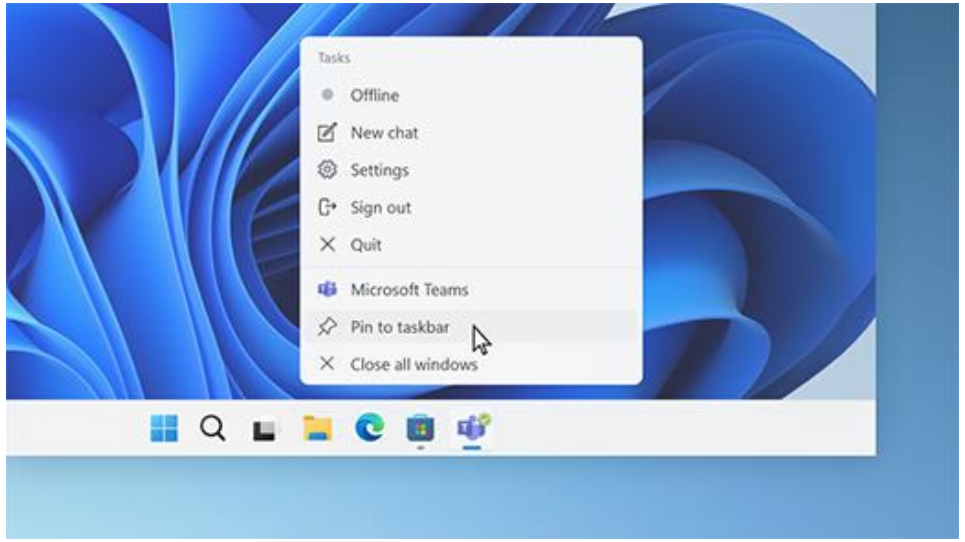
3. Double-clicking - Hold the mouse still and click the left mouse button twice in quick succession. Double-clicking is usually used to open a program or file, or to expand a folder so that you can see its contents.

4. Right-clicking - Hold the mouse still, and click the right mouse button once. Right clicking usually opens a context-sensitive menu that provides you with a set of relevant options.

5. Dragging - Position your mouse on an object, hold down the left mouse button, and drag the object before releasing the button.

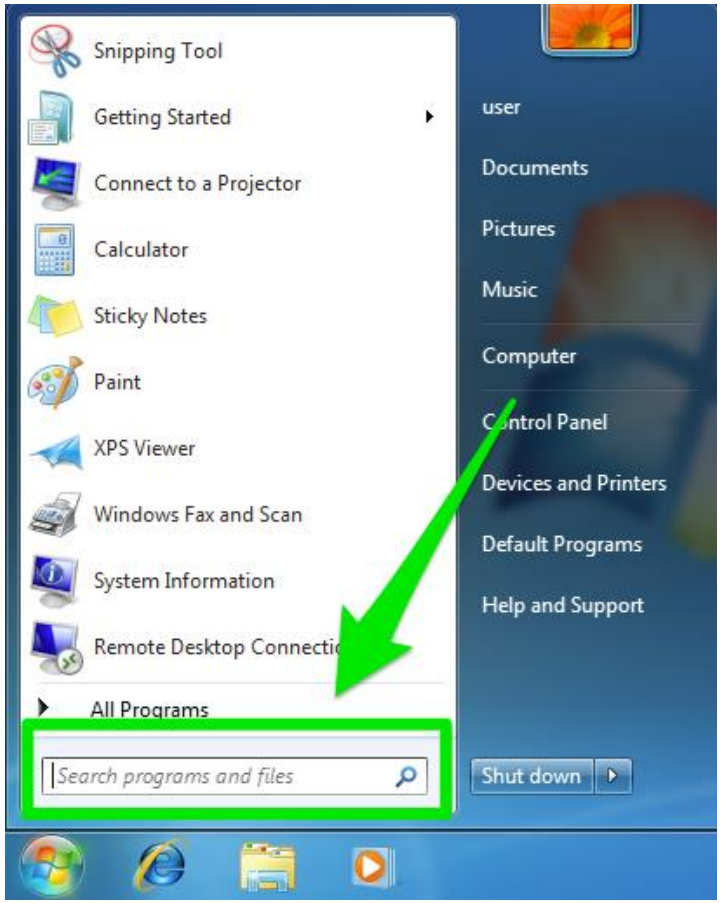
The Taskbar

The Taskbar lies across the bottom edge of your screen. The Start button on the left provides access to all the programs, data files, and other features available on your computer. When you open a program or file, a corresponding rectangular icon will be displayed on your taskbar - even if the program has been minimized and is no longer visible on your screen. To access that program, you just need to click its icon on the taskbar. In this example, two windows are open; the Control Panel window (which is slightly darker in colour) is currently active.



The Start Menu

When you click on the Start button, a set of menu options is displayed. The contents will vary depending on your computer setup and most frequently accessed programs. If you click on the All Programs option, you'll see a list of all the programs installed on your computer even those that don't have icons on the desktop. Press the [ESC] (escape) key to close the menu.



Title bar
Menu bar
Minimise
Restore / maximise
Close
Control Panel
File Edit View Favorites Tools Help
Back
Search
Folders
Accessibility Options
Add Hardware
Add or Remov...
Administrative Tools
Automatic Updates
BDE Administrator
Date and Time
Display
Folder Options
Fonts
Game Controllers
Intel(R) GMA Driver
Internet Options
Java
Keyboard
Vertical scroll bar
Scroll arrow

Title bar

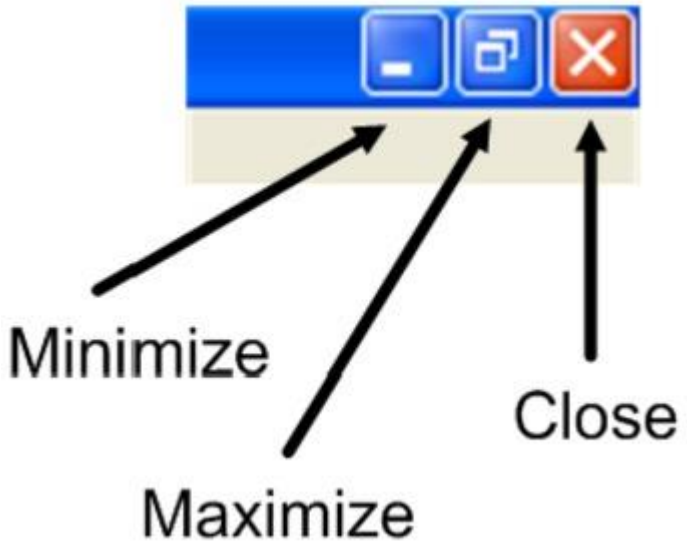
The top line of the window is called the Title bar, and displays the name of the corresponding program or folder. You can move an open window to a different part of the screen by dragging its title bar. If more than one window is open on the screen, then clicking on the title bar (or inside the window) will make a window active - which is indicated by a darkened title bar.

There are three control buttons at the right end of the title bar, which are activated by clicking on them:

Minimise (on the left) keeps your program open, but reduces it to a rectangular icon on the taskbar.

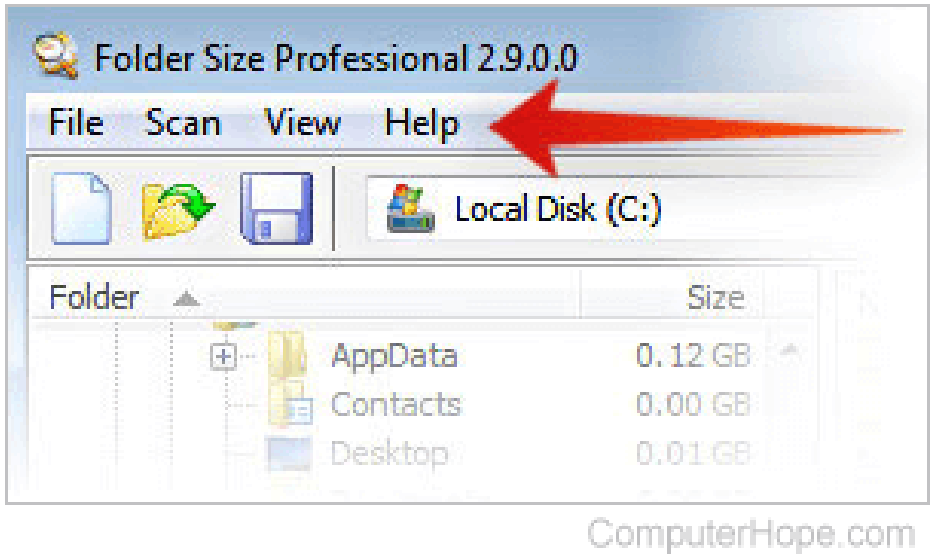
Restore / maximise (in the middle) reduces the size of a full-screen window, or maximises a window that is not full-screen.

Close (on the right) closes the window or program.



Menu Bar

Menu bar appears beneath title bar. On menu bar we get different menus to ease out of our work. In each menu we get sub menus or the options related to the program.



System Tray & Date & Time

In the system tray we can see some icons of system software which are currently activated or deactivated. One can Set the date & time of computer system & manage the task bar. To set the date & time of computer system double click on task bar where date & time are being displayed. Now we can adjust our system date & time according to our desire.

Folder

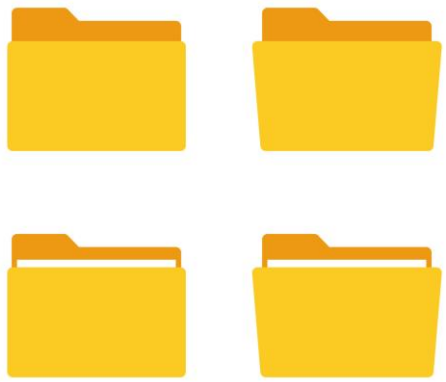
Folder is a specific in any of the secondary memories space where user can store their files.

Subfolders

A folder which is created in an existing folder is known as Subfolder. We can create more than one folder in a selected folder and all folders will be called as subfolders.

File

The data which is now stored in a folder or a sub folder is called as a file.



Recycle Bin

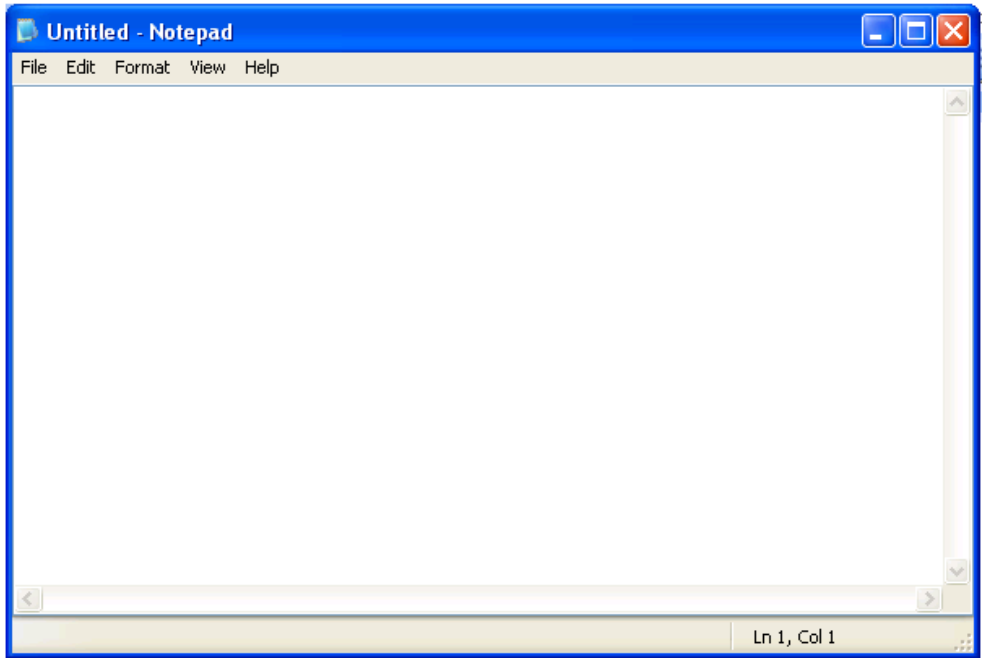
It’s again a by default location where all our deleted file and folders are stored. This is a system icon & found at Desktop. The deleted files or folders can be restored or deleted permanently from the recycle bin. Open Recycle Bin and select any item in it. Now one can delete the item by pressing the delete key on keyboard. After pressing the delete key the files or folder will be deleted permanently from Recycle Bin. If we want to restore the file or folder, right click on it. A list of options is displayed in a popup menu (Restore, Delete, Cut) choose the option what you want to do. Press the restore option to restore the file.

Basic Windows Accessories

The Windows operating system comes equipped with basic accessories software like Calculator, Paint, Notepad, WordPad etc.

Notepad

It’s a Windows by default application software. It’s a word processor used for typing.



Word pad

It’s a text editing software which can be used to create and edit simple text documents with complex formatting and graphics.

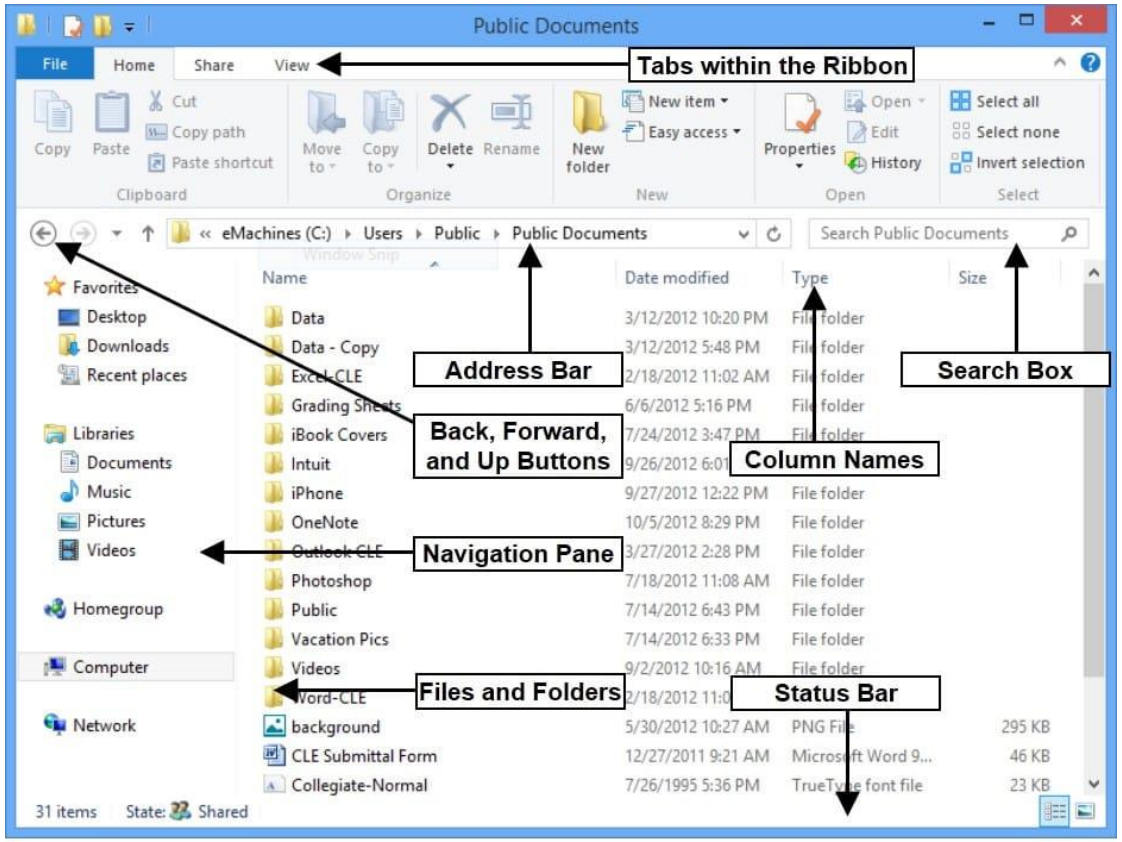
Paint

Paint is used to create, edit and view pictures. We can paste a Paint picture into another document which we have created. A Paint picture can be set as desktop background. We can even use Paint to view and edit scanned photos.

Notepad	Wordpad	Word
• Small, simple, stock Windows program • **Editor for plain text** • **ASCII encoding**: bits & bytes • Huge **importance for programming**, html • **No toolbar**, just drop down menu choices • **Fewer** formatting choices • Document is REALLY portable • Good for file transport between diverse boxes	• Preserves formatting choices • High document portability • More than a text editor **-> it's a simple word processor** • More options than Notepad • **Can't save as .docx file type** • Usually found in computers with Windows. Good because, not everyone has MS Office!	• Word offers rtf as universal file type choice • **Default for Word is .doc file type** • More formatting **choices** than Wordpad • More toolbar **choices** • **More than 1 doc open at a time** • Spell check / Grammar check • Each new release has improvements • But it isn't FREE
Options – Few	**Options – Some**	**Options – Many, including the ribbon**
File Type - .txt	**File Type - .rtf (rich text format)**	**File Type – .docx**

Windows Explorer

Windows Explorer is the file manager used by Windows 95 and later versions. It allows users to manage files, folders and network connections, as well as search for files and related components.



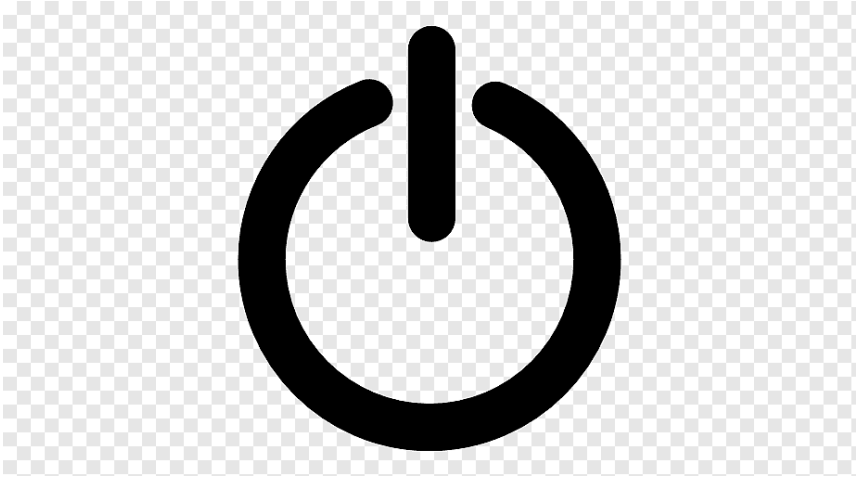
Mode Of Computer Turn OFF

Turned Off/Shut Down

To shut down or power off a computer is to remove power from a computer's main components in a controlled way. After a computer is shut down, main components such as CPUs, RAM modules and hard disk drives are powered down.

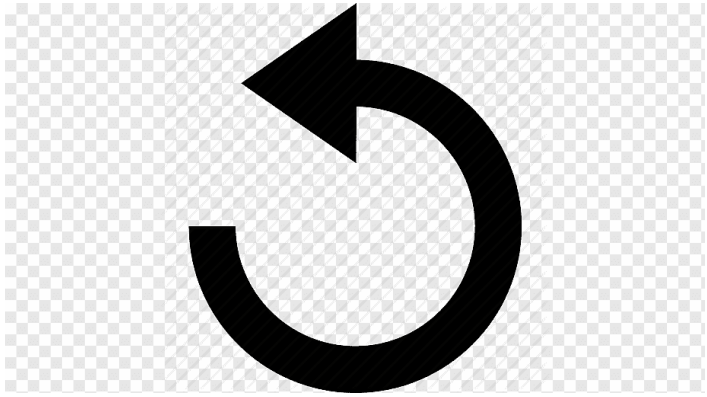
Stand By

Alternatively called sleep mode, Standby a power-saving mode available on most computers, monitors, and other electronic hardware. When the device is idle for a set time, it may temporarily disable hardware features that consume power, such as its display, network hardware, or internal storage.



Restart

In computing, rebooting is the process by which a running computer system is restarted, either intentionally or unintentionally. Reboots can be either a cold reboot or a warm reboot.



Hibernate

Hibernate uses less power than sleep and when you start up the PC again, you're back to where you left off (though not as fast as sleep). Use hibernation when you know that you won't use your laptop or tablet for an extended period and won't have an opportunity to charge the battery during that time.

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100 PRACTICE MCQ MS WINDOWS

CLASS - 12

Question : 1

A Microsoft Windows is a(n) _____

A. Operating system

B. Graphic program

C. Word Processing

D. Database program

Ans - A

Question : 2

Which is a graphical representation of an application?

A. Icon

B. Windows 98

C. Taskbar

D. Non of these

Ans - A

Question : 3

In Windows operating system the _____is the main screen area that one sees after he turn on a computer and log on to Windows.

A. Desktop

B. Icons

C. Taskbar

D. None of these

Ans - A

Question : 4

Which of the following is program group?

A. Paint

B. Accessories

C. Word

D. All of above

Ans - B

Question : 5

What program runs first after computer is booted and loading GUI?

A. Desktop Manager

B. File Manager

C. Windows Explorer

D. Authentication

Ans - D

Question : 6

The _____ of software are contains lists of commands and options.

A. Menu Bar

B. Tool Bar

C. Title Bar

D. Formula Bar

Ans - A

Question : 7

A small arrow or blinking symbol on desktop is called a _____

A. Mouse

B. Logo

C. Palm

D. Cursor

Ans - D

Question : 8

Data that is copied from an application is stored in the _____

A. Driver

B. Terminal

C. Prompt

D. Clipboard

Ans - D

Question : 9

At which button is help menu available?

A. Start

B. End

C. Restart

D. Turn Off

Ans - A

Question : 10

You can keep your personal files/folders in ____

A. My folder

B. My documents

C. My Files

D. None of the above

Ans - B

Question : 11

Word Processors that is the part of Windows operating system

A. WordPad

B. Notepad

C. Adobe Photoshop

D. MS Word

Ans - A

Question : 12

All the deleted files go to _____

A. Task Bar

B. My computer

C. Recycle Bin

D. Tool Bar

Ans - C

Question : 13

In Windows operating system it sits at the bottom of windows desktop screen. It shows you which programs are running and allows you to switch between them. It also contains the Start button which one can use to access programs, folders, and computer settings.

A. Sidebar

B. Icons

C. Taskbar

D. None of these

Ans - C

Question : 14

What menu is selected to cut, copy and paste?

A. File

B. Tools

C. Edit

D. Table

Ans - C

Question : 15

In Windows operating system these are small pictures that represent files, folders, programs, and other items. Each one is used to make the computer do something.

A. Sidebar

B. Icons

C. Taskbar

D. None of these

Ans - B

Question : 16

Date and Time are available on the desktop at _____

A. Keyword

B. Recycle bin

C. My computer

D. Task Bar

Ans - D

Question : 17

Microsoft Windows provides a graphics application named

A. Paint

B. Adobe Photoshop

C. Jasc Paint Sho

D. None of these

Ans - A

Question : 18

To Maximize a window means _____

A. Fill it to capacity

B. Expand it to fill the desktop

C. Drag it to the Recycle bin

D. None of these

Ans - B

Question : 19

Text Editor that is the part of Windows operating system

A. WordPad

B. Notepad

C. Adobe Photoshop

D. Jasc Paint Shop

Ans - B

Question : 20

A place that a user can create to store files ____

A. Folder

B. Cursor

C. Boot

D. Text

Ans - A

Question : 21

Identify false statement

A. You can find deleted files in recycle bin

B. You can restore any files in recycle bin if you ever need

C. You can increase free space of disk by sending files in recycle bin

D. You can right click and choose Empty Recycle Bin to clean it at once

Ans - C

Question : 22

To move down a page in a document _____

A. Scroll

B. Jump

C. Fly

D. None of these

Ans - A

Question : 23

If the displayed system time and date is wrong, you can reset it using

A. Write

B. Calendar

C. Write file

D. Control panel

Ans - D

Question : 24

Most application software today comes with an interface called _____

A. Graphical User Interface

B. Icon User Interface

C. Button User Interface

D. None of these

Ans - A

Question : 25

In Windows, start button is used to

A. Run applications

B. Device setting

C. Turn off the system

D. All of above

Ans - A

Question : 26

The _____ program compresses large files into a smaller file

A. WinZip

B. WinShrink

C. WinStyle

D. None of above

Ans - A

Question : 27

My Computer was introduced from

A. Windows 3.1

B. Windows 3.11

C. Windows 95

D. Windows 98

Ans - C

Question : 28

Which of the following Windows do not have Start button

A. Windows Vista

B. Windows 7

C. Windows 8

D. None of above

Ans - C

Question : 29

Which of the following does not support more than one program at a time?

A. DOS

B. Linux

C. Windows

D. Unix

Ans - A

Question : 30

Which mode loads minimal set of drivers when starting Windows?

A. Safe Mode

B. Normal Mode

C. VGA Mode

D. Network Support Mode

Ans - A

Question : 31

Which of the following is not an operating system?

A. DOS

B. Linux

C. Windows

D. Oracle

Ans - D

Question : 32

You should choose Sleep option when

A. The computer is tired after working for the whole day

B. You are leaving for a very short time and want to resume you work shortly

C. When computer gets hanged frequently. Let it sleep for some time

D. You finish working and going to bed

Ans - B

Question : 33

Linux is a(n) _____ operating system

A. Open source

B. Microsoft

C. Windows

D. Mac

Ans - A

Question : 34

The most recent version of MAC OS is based on the _____ operating system

A. Windows

B. Linux

C. Unix

D. CMOS

Ans - C

Question : 35

Which is the first program run on a computer when the computer boots up?

A. System software

B. Operating system

C. System operations

D. None

Ans - B

Question : 36

Which operating system can you give smallest file name?

A. Ps/2

B. Dos

C. Windows

D. Windows NT

Ans - B

Question : 37

Which of the following is system software?

A. Operating system

B. Compiler

C. Utilities

D. All of the above

Ans - D

Question : 38

The Basic Input Output System (BIOS) resides in

A. RAM

B. ROM

C. The CPU

D. Memory Cache

Ans - B

Question : 39

The operating system is the most common type of ____ Software

A. Communication

B. Application

C. System

D. Word processing software

Ans - C

Question : 40

The primary purpose of an operating system is a _____

A. To make the most efficient use of computer hardware

B. To allow people to use the computer

C. To keep system programmer employed

D. To make computer easier to use

Ans - A

Question : 41

Which of the following shutdown method is often called Warm Boot?

A. Shut Down

B. Restart

C. Sleep

D. Hibernate

Ans - B

Question : 42

Running multiple programs at the same time is called

A. Multitasking

B. Foreground tasking

C. Single tasking

D. Symmetric

Ans - A

Question : 43

Which of the following operating system is better for implementing a Client-Server network?

A. MS-DOS

B. Windows

C. Windows 98

D. Windows 2000

Ans - D

Question : 44

A system program that sets up an executable program in main memory ready for execution is

A. assembler

B. linker

C. loader

D. Compiler

Ans - C

Question : 45

Which process cheeks to ensure the components of the computer are operating and connected properly ?

A. Booting

B. Editing

C. Processing

D. Strarting

Ans - A

Question : 46

An error in a computer program

A. Crash

B. Power failure

C. bug

D. Virus

Ans - C

Question : 47

Every computer has a(n) _____many also have _____.

A. operating system a client system

B. operating system instruction sets

C. application programs an operating system

D. operating system, application programs

Ans - D

Question : 48

A (n) ____ converts and executes one statement at a time.

A. compiler

B. interpreter

C. converter

D. Instructions

Ans - B

Question : 49

Which of the following is not essential to shut down your computer?

A. Save all opened files

B. Close all running applications

C. Switch off monitor

D. Cut off the power supply

Ans - C

Question : 50

What is the process of copying software programs from secondary storage media to the hard disk called ?

A. download

B. storage

C. upload

D. installation

Ans - D

MASTER IN COMPUER KNOWLEDGE

RI, ARI, AMIN,SFS, LI, FORESTER, FOREST GUARD

100 PRACTICE MCQ MS WINDOWS

CLASS - 13

Question : 51

We can start the application from?

A. Log off

B. Network place

C. Recycle bin

D. Run

Ans - D

Question : 52

_____ is the operating systems File and folder Manager.

A. Windows Explorer

B. Windows Control Panel

C. My Computer

D. My Documents

Ans - A

Question : 53

The OS used to operate the mobile phone is a

A. Smart card OS

B. Embedded OS

C. Multiuser OS

D. None of above

Ans - B

Question : 54

UNIX operating system is a(n)

A. Time sharing operating system

B. Multi-user operating system

C. Multi-tasking operating system

D. All of the above

Ans - D

Question : 55

Which of the following is default mode for Windows to start?

A. Command Prompt

B. Safe Mode

C. Normal Mode

D. None of above

Ans - C

Question : 56

Generally quick launch toolbar is displayed on

A. the left side of taskbar

B. the right side of taskbar

C. on the middle of taskbar

D. a bar out of taskbar

Ans - A

Question : 57

The Peripheral devices that communicate with the machine through a connection point also called ____

A. drive

B. points

C. plug

D. Ports

Ans - D

Question : 58

File ____ shrinks the size of a file so it requires less storage space.

A. Compression

B. Defragmenting

C. Synthesizing

D. Scanning

Ans - A

Question : 59

A bar that inform you the available options in your computer, opened applications, background running applications and can be used to switch between applications quickly is

A. Menu bar

B. Tool bar

C. Status bar

D. Task bar

Ans - D

Question : 60

Press the _____ button to have the window fill the entire screen.

A. Close

B. Maximize

C. Minimize

D. none of the above

Ans - B

Question : 61

The box on _____ that allows you to choose where to go and is located below the standard toolbar

A. System menu

B. Address bar

C. Menu bar

D. None of these

Ans - B

Question : 62

File type can be represented by ____

A. file name

B. file extension

C. file identifier

D. file space

Ans - B

Question : 63

Which of the following is the feature of the operating system?

A. Error detection aids

B. Control over system performance

C. Coordination between other software and users

D. All of the above

Ans - D

Question : 64

In which of the following Operating systems the response time is very less as compared to online processing?

A. Batch Operating system

B. Network operating system

C. Mobile Operating system

D. Real-time Operating system

Ans - D

Question : 65

What is a bootstrap program?

A. It is the first code that is executed when the computer system is started

B. It is the program that helps in restarting the system

C. It is just a simple program like we have other programs in a system

D. None of these

Ans - A

Question : 66

Wen the computer system is started ____ is the heart of an operating system?

A. Software

B. Programs

C. CPU

D. Kernel

Ans - D

Question : 67

Which of the following activities are managed by disk management _____?

A. Free space management

B. Storage allocation

C. Disk scheduling

D. All of the above

Ans - D

Question : 68

Which of the following is an example of utility?

A. Antivirus

B. Word

C. Operating system

D. Data recovery

Ans - A

Question : 69

Which of the following in not an Operating System?

A. Mac OS

B. Windows Explorer

C. Red Hat

D. Ubuntu

Ans - B

Question : 70

You can switch from one program to another by clicking within the desired program’s icon from the

A. Application icon on desktop

B. Application icon from taskbar

C. Folder

D. None of above

Ans - B

Question : 71

Underlined text, such as text and folder names is referred to as

A. Hyperlink

B. Menu

C. Source drive

D. None of these

Ans - A

Question : 72

Which of the following is suitable after you install new drivers?

A. Shut Down

B. Restart

C. Sleep

D. Hibernate

Ans - B

Question : 73

The category of operating system that you most likely have running on your PDA computer is a _____ Operating system

A. Real time

B. Single user, single task

C. Single user, multitask

D. Multiuser, multitask

Ans - B

Question : 74

To save your computer from viruses you will do

A. Install antivirus software and run it

B. Make physical safe for the removal disk

C. Scan the removable disk before using it

D. All of the above

Ans - A

Question : 75

How can you optimize performance of your computer?

A. Delete unused files

B. Disk Defragmenter

C. Scan for virus

D. All of above

Ans - D

Question : 76

The title bar always displays on

A. Top of the open windows

B. Left side of the open window

C. Right side of the open window

D. All of above

Ans - A

Question : 77

In Microsoft windows, the graphical pattern on the desktop used as background for windows is

A. Icons

B. Wall paper

C. Picture

D. Background

Ans - B

Question : 78

When you cut or copy the text or picture, it stores temporarily in the

A. File

B. Clipboard

C. Icon

D. All of above

Ans - B

Question : 79

Taskbar is used for

A. Navigation program

B. Switching between program

C. Start a program

D. All of above

Ans - D

Question : 80

Which of the following are the two parts of the file name?

A. name & identifier

B. identifier & type

C. extension & name

D. type & extension

Ans - C

Question : 81

You should choose this mode if you don't know how long you won't use your computer but want to have the same desktop state when you resume

A. Shut Down

B. Restart

C. Sleep

D. Hibernate

Ans - D

Question : 82

To display a shortcut menu for an object you use

A. Click the object

B. Right click the object

C. Point the object and press Ctrl+P

D. Touch the object on the screen with your finger

Ans - B

Question : 83

Use of icons and windows are characteristics of _____ interface

A. Command driven

B. Windows orientated

C. Graphical user

D. Menu driven

Ans - C

Question : 84

The _____ provides information about hardware installation, configuration and hardware status

A. Device manager

B. Control panel

C. Add new hardware

D. Program manager

Ans - A

Question : 85

Using windows explorer, a plus (+) sign in front of a folder indicates

A. An open folder

B. The folder contains subfolder

C. A text file

D. A graphic file

Ans - B

Question : 86

What is the default file extension created by notepad?

A. .doc

B. .html

C. .txt

D. .rtf

Ans - C

Question : 87

Which of the following is extension of WordPad?

A. .ppt.

B. .docx

C. .rtf

D. None of above

Ans - C

Question : 88

The MS DOS operating system is a

A. Graphical user interface, single tasking operating system

B. Graphical user interface, multitasking operating system

C. Command driven interface, single tasking operating system

D. Command driven interface, multitasking operating system

Ans - C

Question : 89

A _____ is a windows component that is designed to store other components so these can be organized efficiently?

A. Document

B. Window

C. Folder

D. All of above

Ans - C

Question : 90

Which is the latest version of MS Windows?

A. Windows 2007

B. Windows 8

C. Windows 11

D. Windows 10

Ans - C

Question : 91

Which one of the following key is used to refresh the active window?

A. F7

B. F8

C. F9

D. F5

Ans - D

Question : 92

To display system boot menu which of the following command you must press?

A. F4

B. F7

C. F8

D. F5

Ans - C

Question : 93

In a folder, which of the following command is used to rename the file or folder

A. F3

B. F4

C. F2

D. F7

Ans - C

Question : 94

Which of the following command is used to switch between the window programs?

A. Alt+Tab

B. Alt+F4

C. Ctrl+Tab

D. None of the above

Ans - A

Question : 95

Which key deletes text before, or to the left, of the insertion point?

A. PageUp

B. Delete

C. PageDown

D. BackSpace

Ans - D

Question : 96

To delete a file without allowing it to store in recycle bin

A. Press Delete key

B. Press Shift + Delete key

C. Press Ctrl + Delete key

D. Press Alt + Delete key

Ans - B

Question : 97

The shortcut key is used to open properties window of selected item is

A. Ctrl+Enter

B. Shift+Enter

C. Alt+Enter

D. None of above

Ans - C

Question : 98

The _____ key will launch the Start button.

A. esc

B. shift

C. Windows

D. Shortcut

Ans - C

Question : 99

Which shortcut key is used to Maximize all windows?

A. Windows key+D

B. Windows key+M

C. Windows key+V

D. Windows key+R

Ans - A

Question : 100

Which of the following command is used to close the active window?

A. Ctrl+F4

B. Ctrl+F5

C. Alt+F6

D. None of above

Ans - A

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MS WORD

CLASS - 14

MS WORD

MS Word is an application software that can be used to create, edit, save and print personal as well as professional documents in a very simple and efficient manner. MS Word is an important tool of the MS office suite that is mainly designed for word processing. Therefore, it is also referred as the word processing program.

How To Start MS Word

For working in MS Word, we need to install MS Office in a computer system. After installing MS Office, we can start MS Word using any of the following two ways:

- Start menu
- Run command

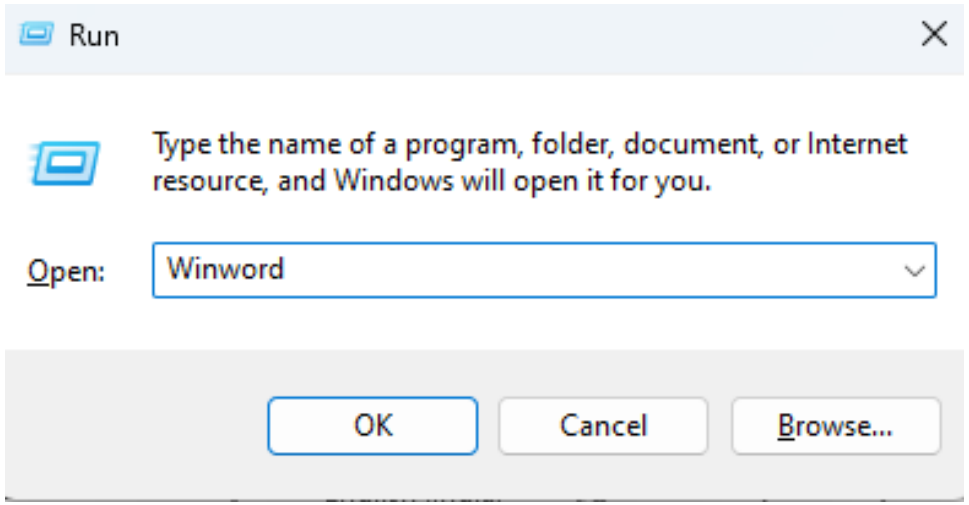
Using Start menu We can start MS Word by performing the following steps using the Start menu:

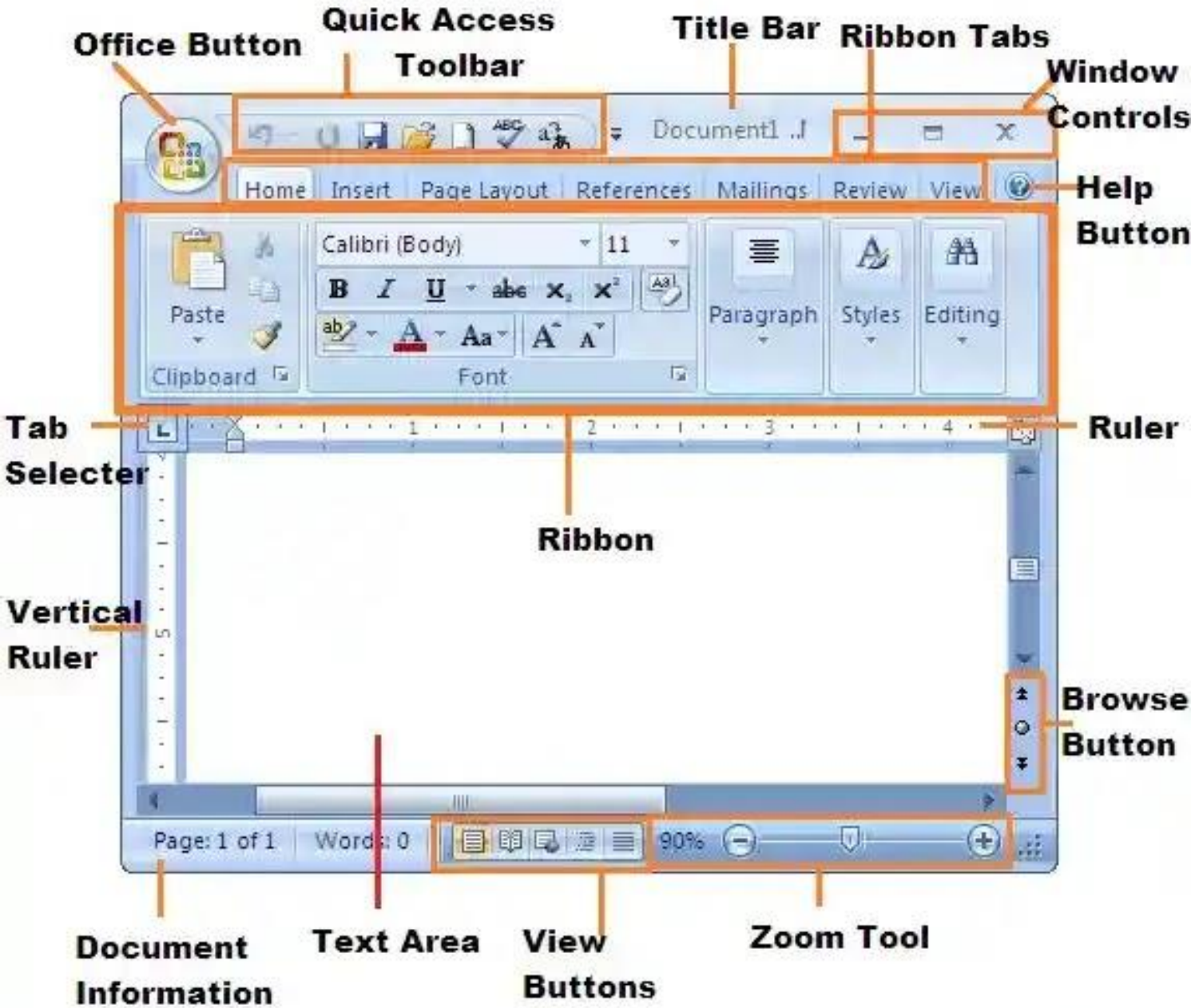
1. Select Start -> All Programs ->Microsoft Office -> MS Word

Using Run command We can also start MS Word by performing the following steps using the Run command:

1. Select Start -> Run to display the Run dialog box.
2. Type “winword” in the Open text box and click OK

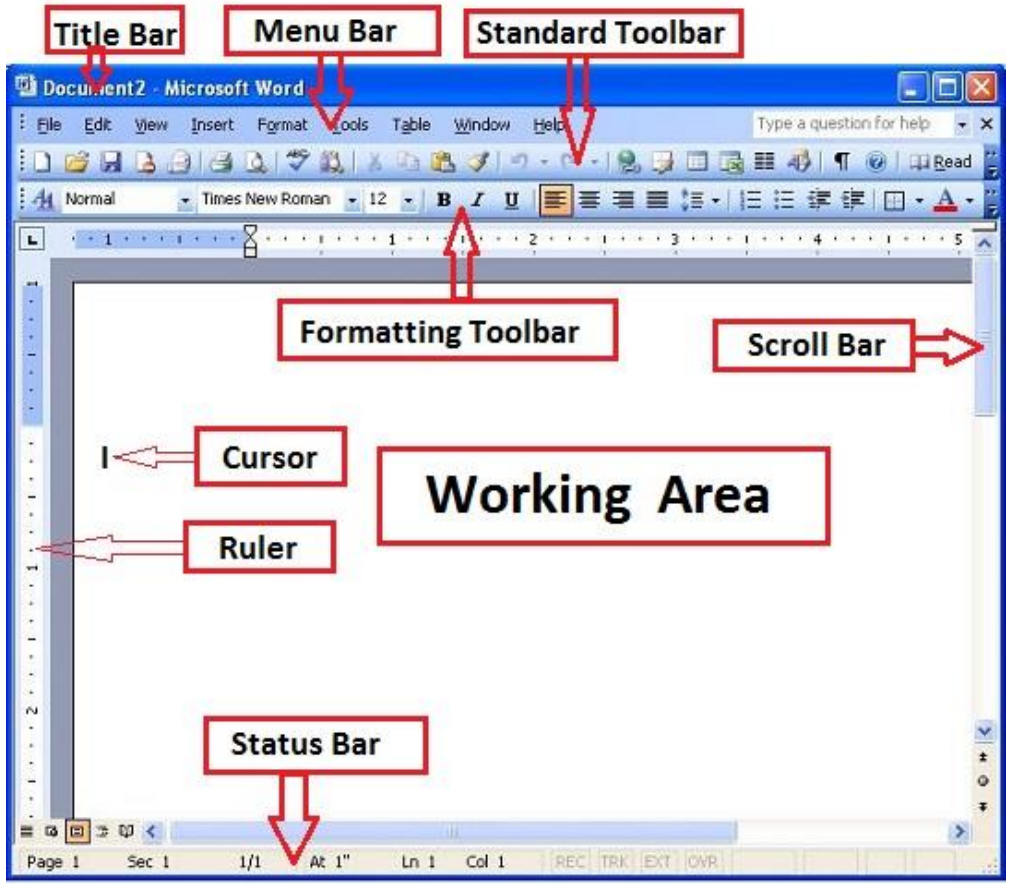
Joe
Internet
Internet Explorer
E-mail
Microsoft Office Outl
MSN
Windows Media Playe
Windows Messenger
Tour Windows XP
Microsoft Office Wor
Files and Settings Tra
Wizard
All Programs
Set Program Access and Defaults
Windows Catalog
Windows Update
Accessories
Games
innotek VirtualBox Guest Additions
Microsoft Office
Startup
Internet Explorer
MSN
Outlook Express
Remote Assistance
Windows Media Player
Windows Messenger
Windows Movie Maker
Microsoft Office Tools
Microsoft Office Access 2007
Microsoft Office Excel 2007
Microsoft Office Outlook 2007
Microsoft Office PowerPoint 2007
Microsoft Office Publisher 2007
Microsoft Office Word 2007
Log Off
Turn Off Computer
start
office
UltraEdit-32 - [C:\Doc...
Doc1 - Microsoft Wor...


Run
Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
Open:
Winword
OK
Cancel
Browse...


Office Button
Quick Access Toolbar
Title Bar
Ribbon Tabs
Window Controls
Help Button
Tab Selecter
Ribbon
Ruler
Vertical Ruler
Browse Button
Document Information
Text Area
View Buttons
Zoom Tool
Document1
Home
Insert
Page Layout
References
Mailings
Review
View
Calibri (Body)
11
Paste
Clipboard
Font
Paragraph
Styles
Editing
Page: 1 of 1
Words: 0
90%

Title Bar

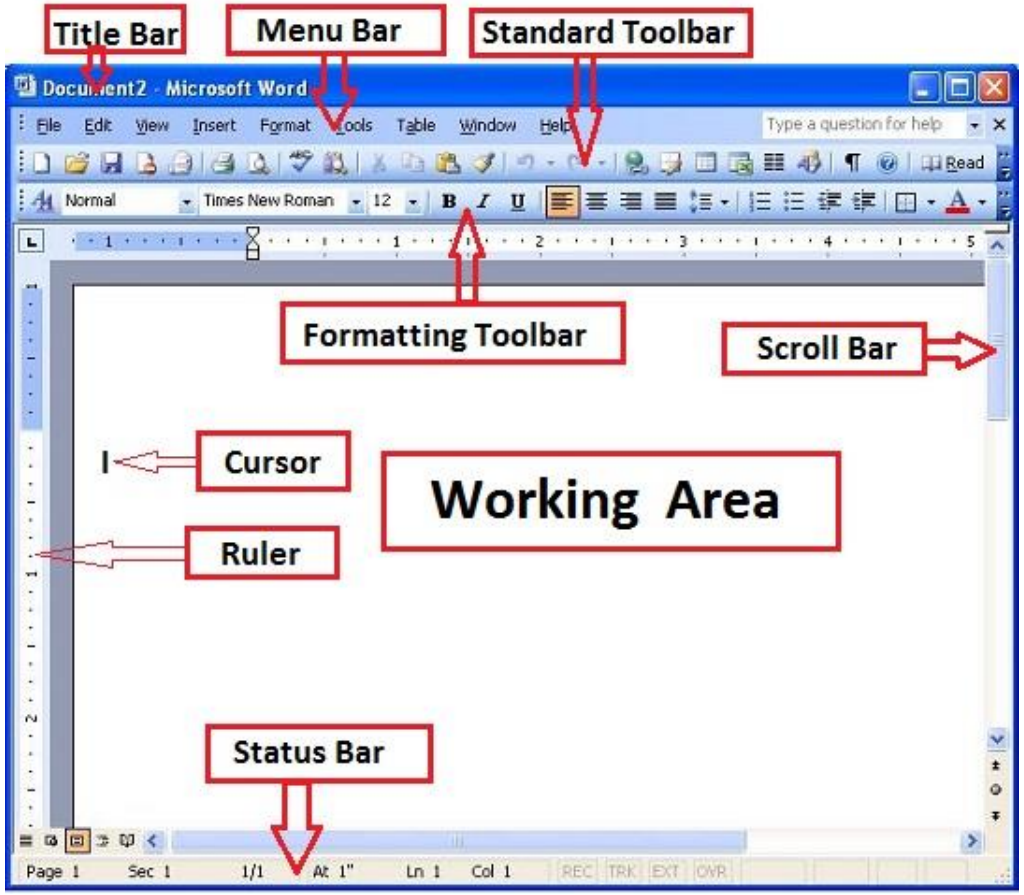
It is a horizontal bar at the top of the window that displays the name of the currently opened MS Word document. By default, MS Word assigns names to new documents as Document1, Document2, Document3 and so on. However, we can also save our document with some other name of our choice.



Menu Bar

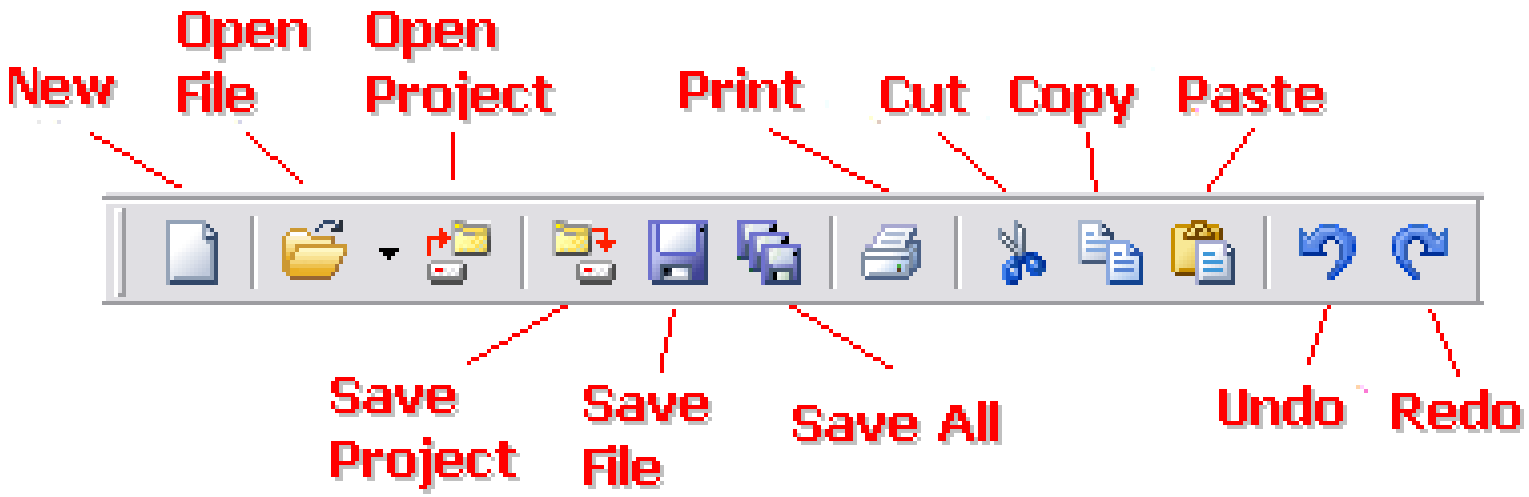
It is located below the title bar. All the menus have many sub menus. These can be accessed by clicking the mouse at the option, or by moving highlighted bar to the options and pressing the enter key.

- File menu
- Home menu
- Insert menu
- Draw menu
- Design menu
- Layout menu
- Review menu
- View menu
- Help menu



Standard Tool Bar

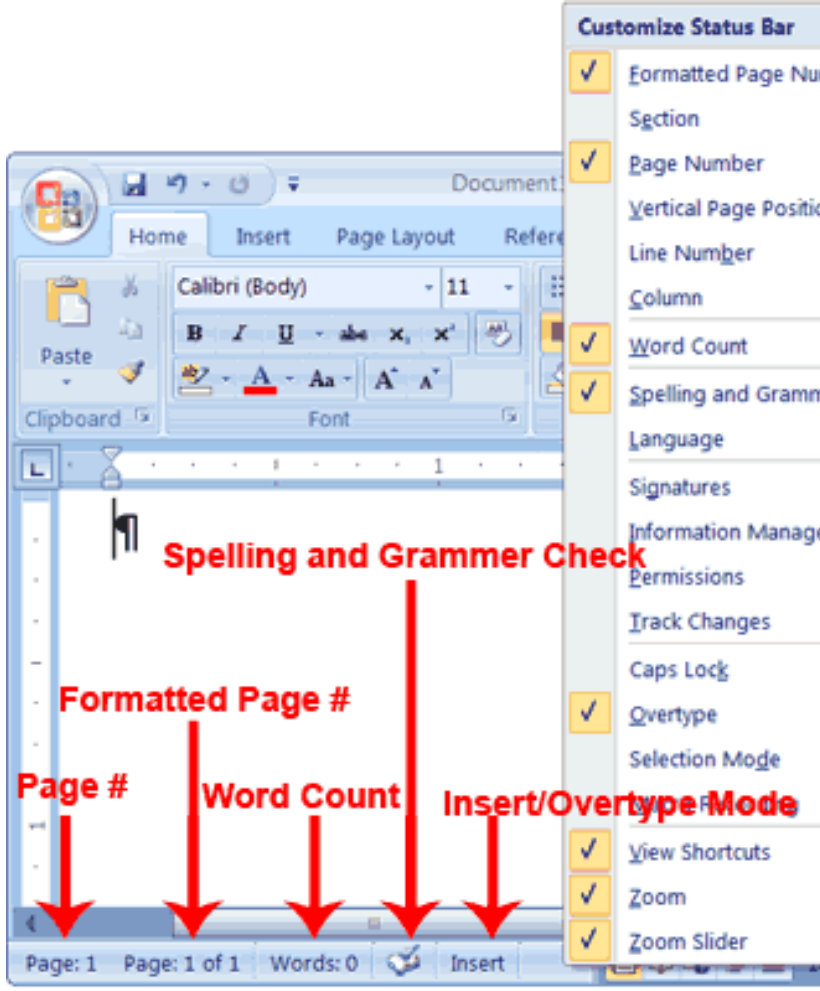
The toolbars contain buttons and other elements which can be used to perform quickly some the more common operations. It is also called Quick access toll bar.



Status bar

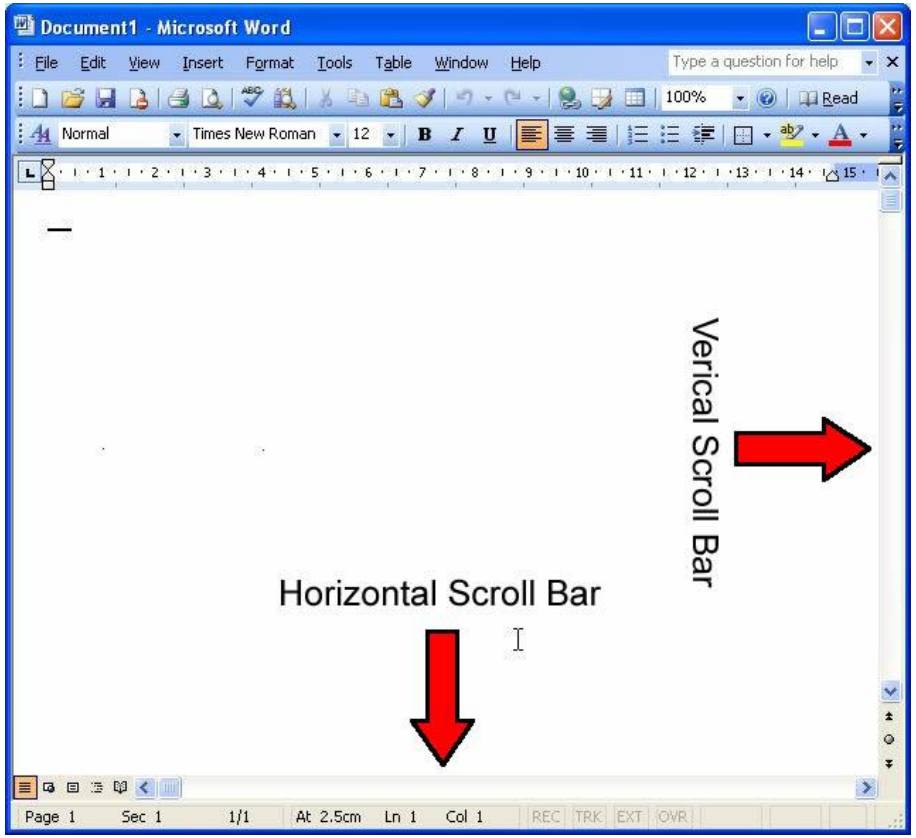
It is located at the bottom of the MS Word window. The status bar provides some helpful information related to the document that we are currently working with. The information provided by the status bar includes:

- o Total number of pages in the document.
- o Page number of the active page.
- o Line number of the line of text where the cursor is currently positioned.



Scroll Bar

The term scroll bar usually refers to the horizontal and the vertical bars placed at the right and the bottom of the MS Word window. These bars allow the user to view those portions of the document that cannot fit on the screen at one time.



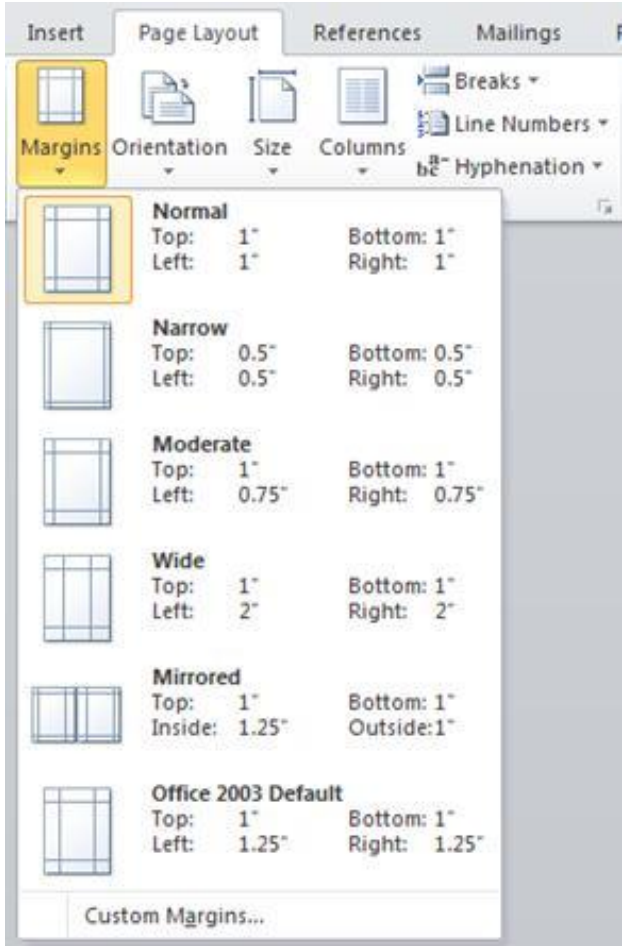
Ruler

It is located below the toolbars.

The ruler bar in MS Word is used to set the alignment for the content in the document.

Margins

The margin is the distance from the text to the paper's edge. The text and graphics are usually printed inside the margin. The ruler line in a word processor displays the positions of margins.



The margins are of different type

Left Margin: This is the distance between the text and the left edge of the paper.

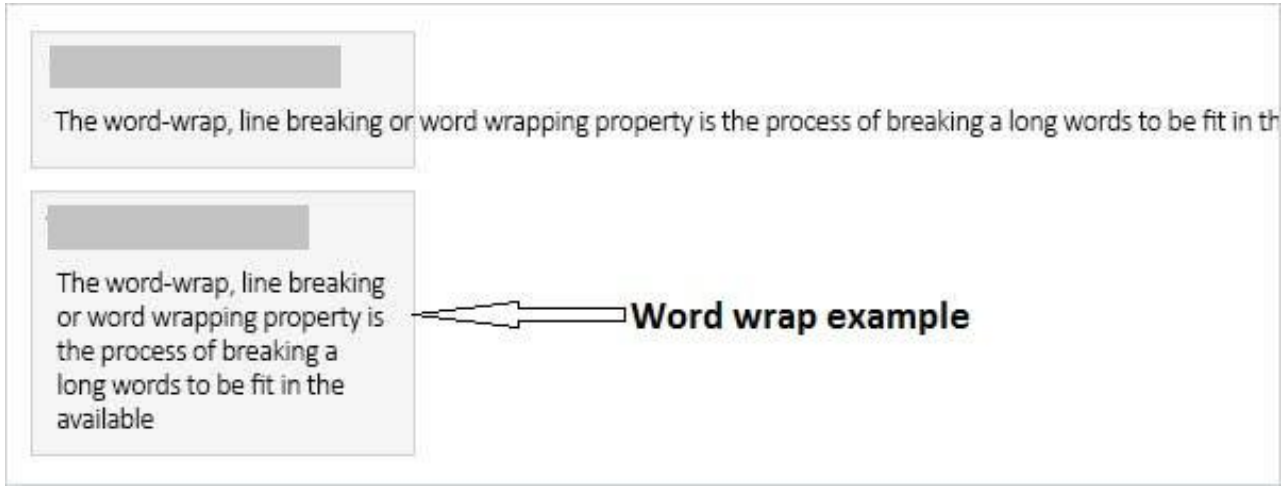
Right Margin: This is the distance between the text and the right edge of the paper.

Top Margin: This is the distance between the text and the top edge of the paper.

Bottom Margin: This is the distance between the text and the bottom edge of the paper.

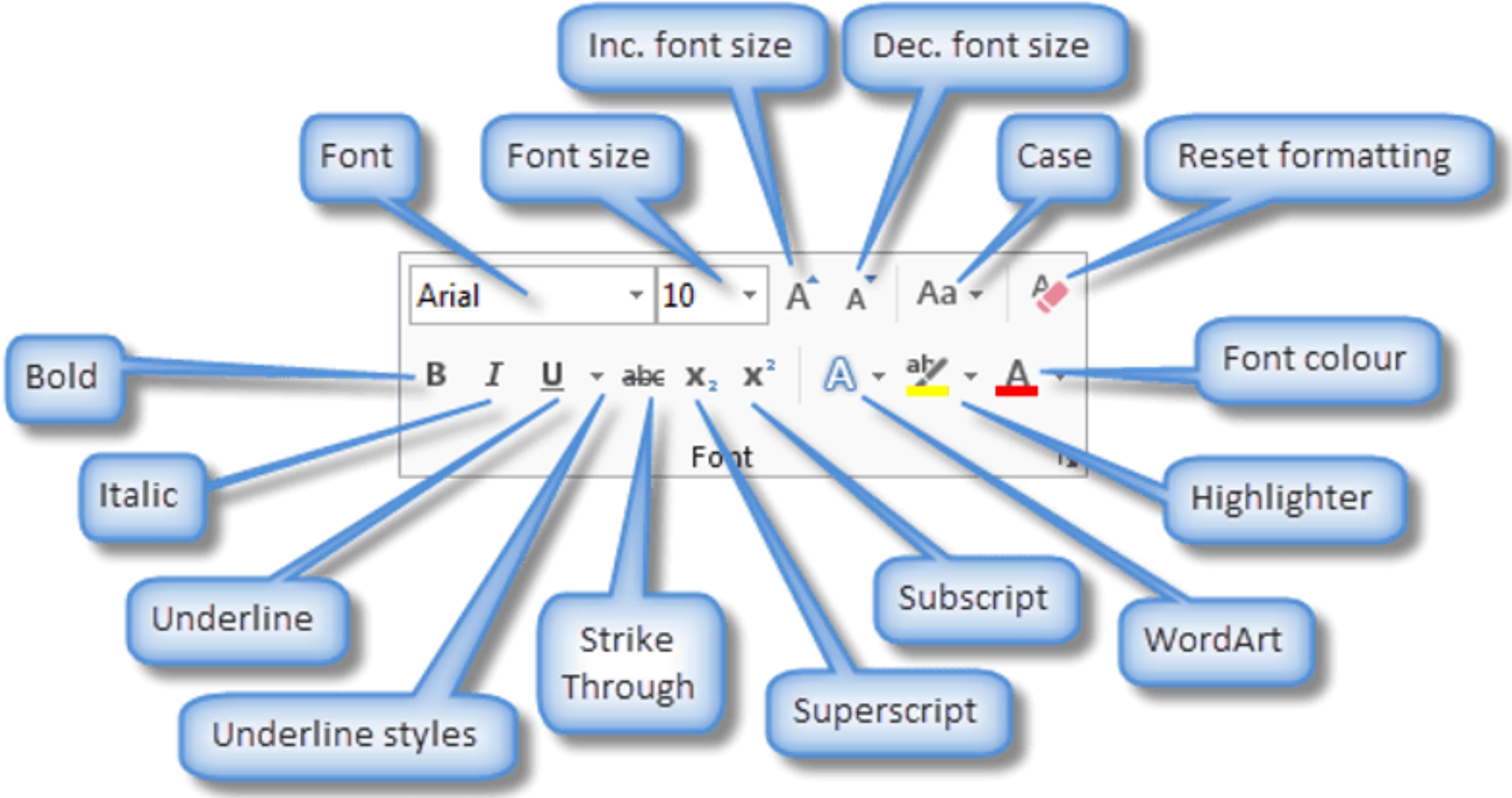
Word Wrap

The word wrap feature place the text going beyond the right margin to the next without pressing enter key. (In word processors, the word wrapping is the fitting of text within the margins.)


The word-wrap, line breaking or word wrapping property is the process of breaking a long words to be fit in th
The word-wrap, line breaking or word wrapping property is the process of breaking a long words to be fit in the available
Word wrap example

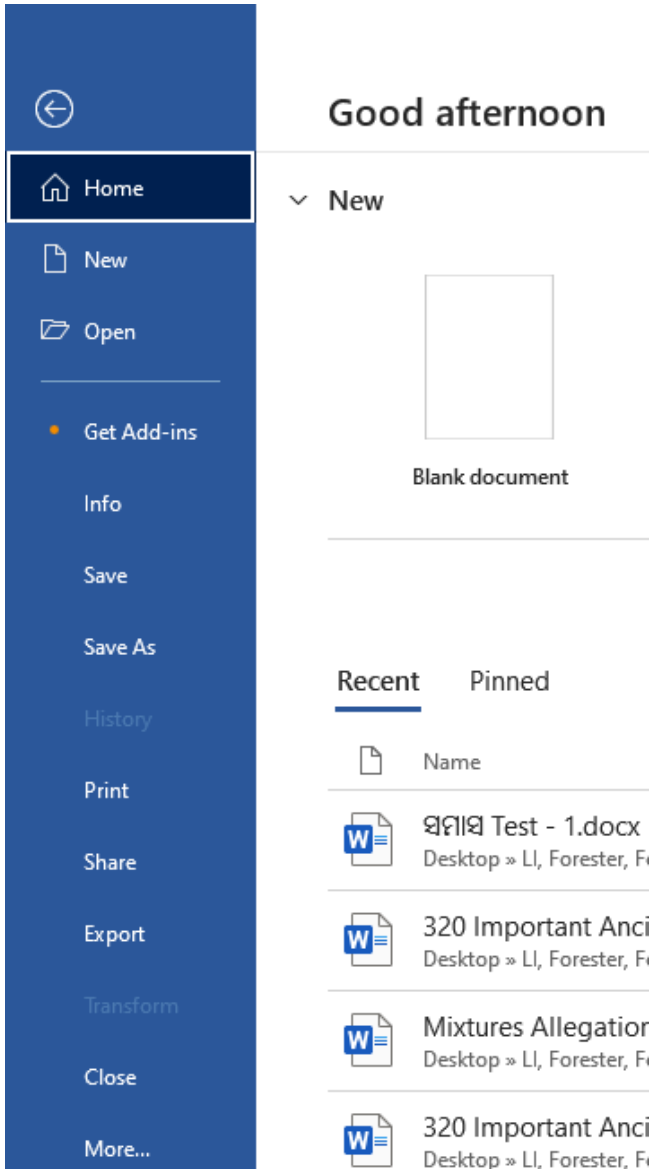
Formatting tool bar options

- Font style : To change the style of font as : Regular, Bold, Italic
- Font type: To change the type of font as: Times New Roman, Arial, Calibri, etc.
- Font size: To change the size of font as: 8, 12, 14 ……
- Bold (B) : To make the text bold
- Italic (I): To make the text italicize.
- Underline (U): To make the text Underline
- Alignments : There are four alignments (Left, Centre, Right & Justify)
- Bullets and Numbering: To give the bullet or number on selected text.
- Font Color: To change the Color of text.
- Indentation: To set the position of indent (Left Indent, Right Indent)


Inc. font size
Dec. font size
Font
Font size
Case
Reset formatting
Arial
10
Aa
Bold
Font colour
Italic
Highlighter
Underline
Subscript
Strike Through
WordArt
Underline styles
Superscript

File Menu

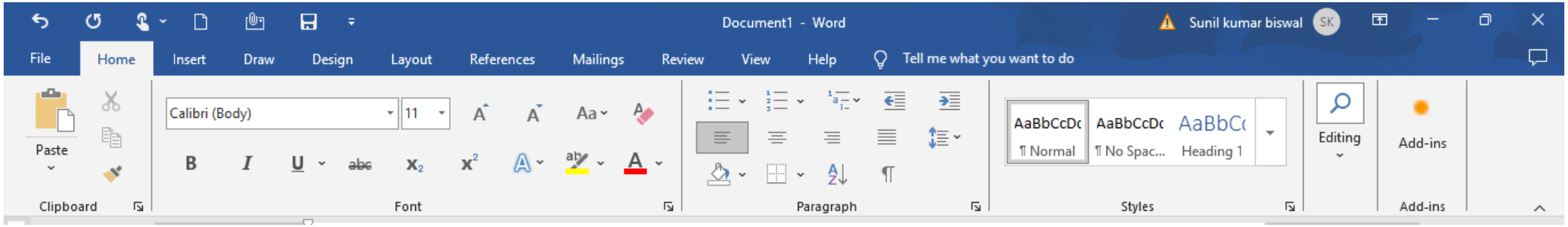
This menu consists of the various options regarding the operations of the file. These options are use to manipulate or either use the file different ways. The various options of the file menu are as follow: New, Open, Close, Save, Save as.., Save as web page, file search, permission, web page preview, version, page setup, print preview, print, send to, exit & 4 recently used files.



- **New:** If a new document (Bank or Template or Web Page) to be created them you have to this option.
- **Open:** If an existing document is to be opened, then we have to use this option.
- **Save:** This option is used to save the opened document.
- **Save As:** The “save as…” option is use to save the document with another name, or at another location with same name or at another location with another name.
- **Print:** This option is used to take a printout of your document created.

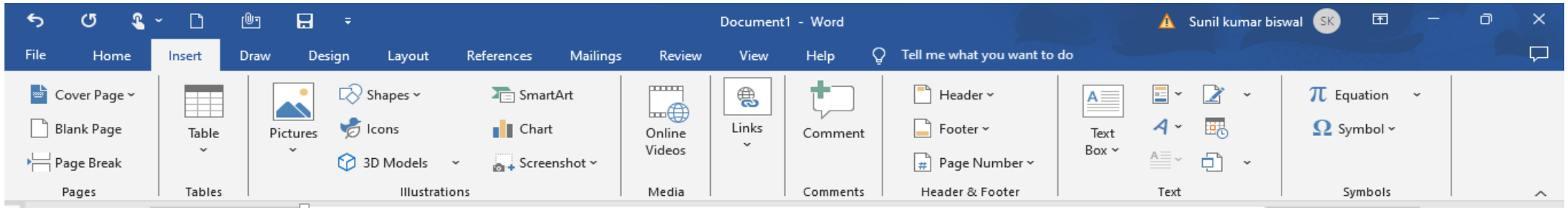
Home Tab

The Home tab is the default tab in Microsoft Word. It has five groups of related commands; Clipboard, Font, Paragraph, Styles and Editing. It helps you change document settings like font size, adding bullets, adjusting styles and many other common features.



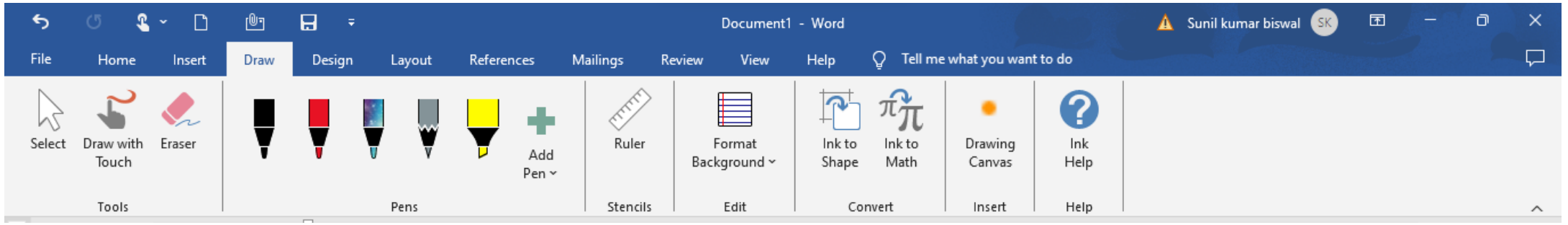
Insert Tab

As the name suggests, it is used to insert or add extra features in your document. It is commonly used to add tables, pictures, clip art, shapes, page number, etc. Some groups are - Pages, Tables, Illustrations, Media, Links, Comments, Header & Footer, Text and Symbols.



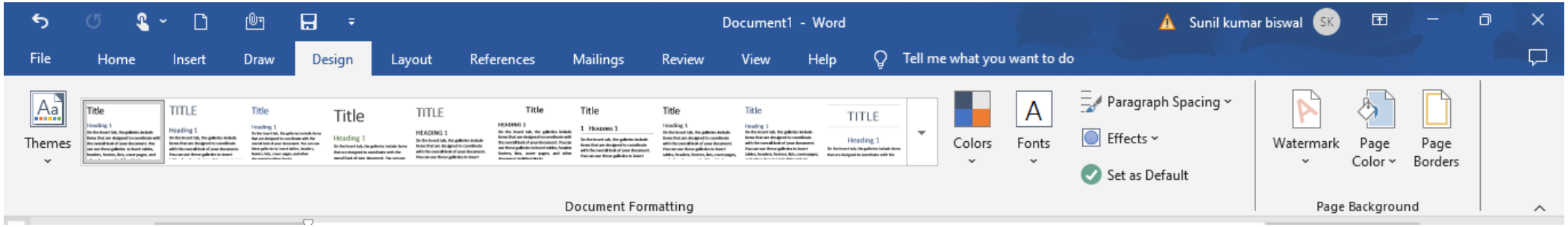
Draw Tab

Drawing in Microsoft Word is a useful way to create images and edit text with a pen. You can use the drawing tool to add a personal element to your documents or create images that aren't easily available.



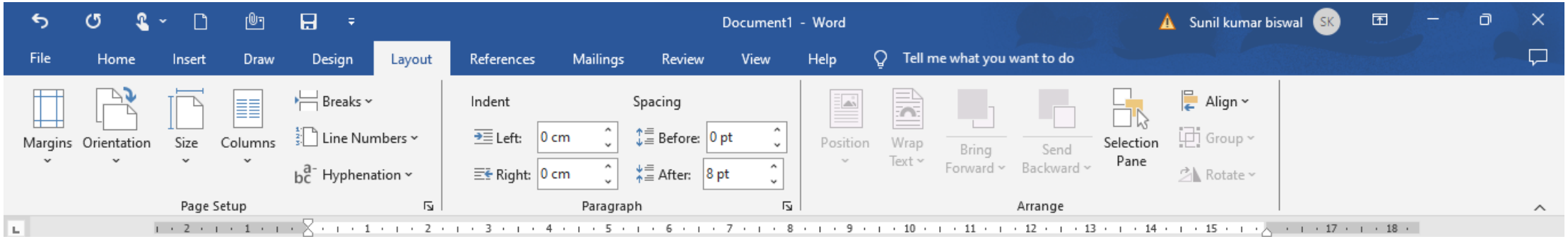
Design Tab

The design tab provides format themes, backgrounds, color schemes, page borders, Watermark etc. for your document.



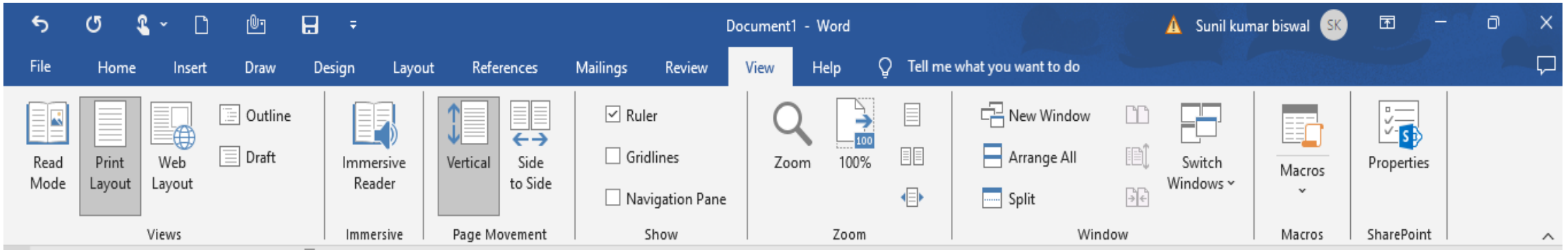
Layout tab

This tab allows you to control the look and feel of your document, i.e. you can change the page size, margins, line spacing, documentation orientation, etc.



View Menu

The options on the view tab allow you to change how you view your document. Normal View, Web Layout View, Print Layout View, Outline View, Reading Layout, Toolbar, Ruler, Task Pan, Document Map, Full Screen, Zoom & Macros.



Review Menu

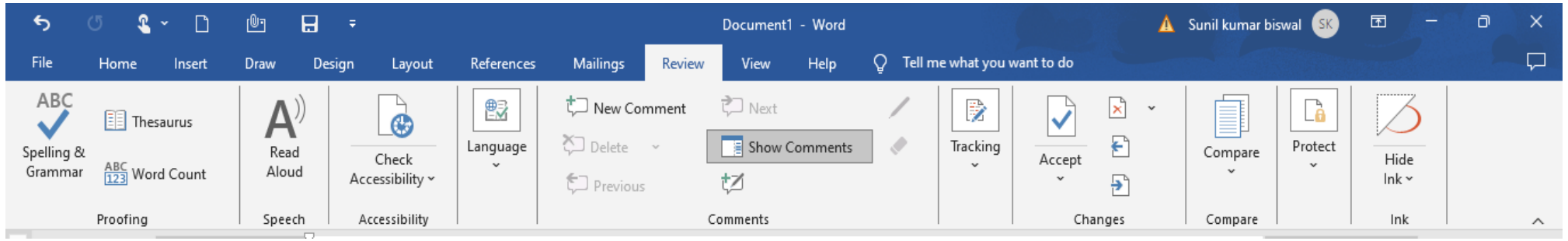
Spelling & Grammar – This option is use to check the spelling & grammatical mistakes of the text written in document.

Thesaurus – This option searches the suggested words with multiple similar meaning.

Translate – This option translates the selected text in to different language. To use this feature, languages feature must be installed on computer.

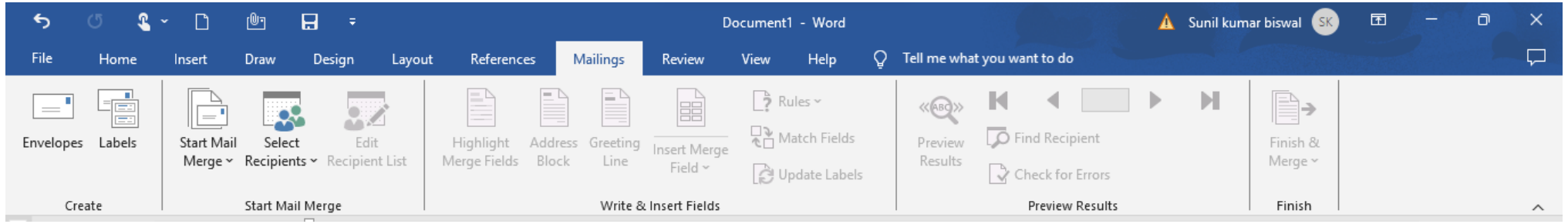
Comments - This option is use to add a comment (info about the text).

Protect Document – This option is use to set the restrict permissions to the document, that how people can access the document. Such as- password.



Mailings tab

It allows you merge emails, writing and inserting different fields. The Mailings tab has five groups of related commands; Create, Start Mail Merge, Write & Insert Fields, Preview Results and Finish.

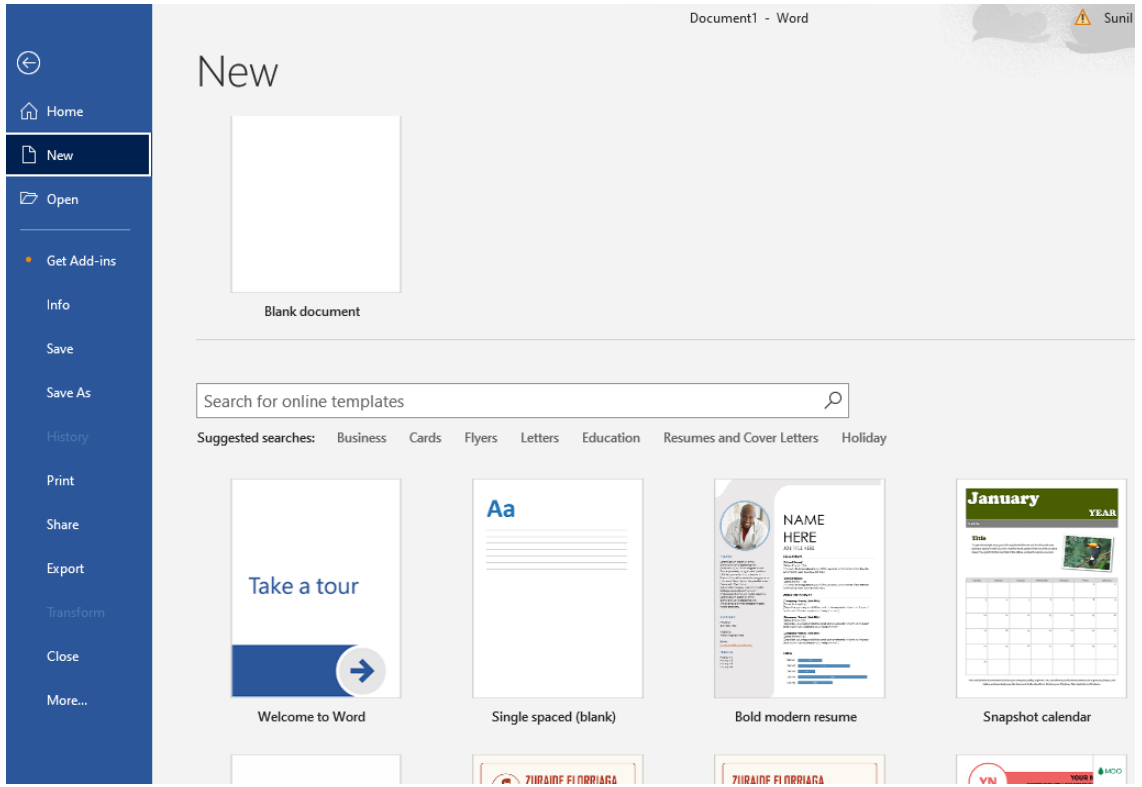


Template

In Microsoft Word, templates are pre-designed documents that you or someone else (such as Microsoft) creates to use as a pattern for a project. The template could be for a business card, brochure, resume, presentation…the list goes on. Regardless of the purpose, templates provide the design consistency that any organization (or individual) needs to look professional.

Bookmark

Bookmark let you quickly jump from place to place in document. Instead of paging up or down through your document.



MASTER IN COMPUER KNOWLEDGE

RI, ARI, AMIN,SFS, LI, FORESTER, FOREST GUARD

150 COMPUTER MCQ

MS WORD

CLASS - 15

Question : 1

Which file starts MS Word?

A. winword.exe

B. word.exe

C. msword

D. Exe

Ans - A

Question : 2

A program which helps to create written document and lets you go back and make corrections as necessary

A. Home row keys

B. Tool bar

C. Spreadsheet

D. Word processor

Ans - D

Question : 3

A _____ is a collection of predefined design elements and color schemes.

A. feature

B. hyperlink

C. palette

D. theme

Ans - D

Question : 4

The Word Count command on the Tools menu displays the number of words as well as the number of _____ in the current document.

A. lines

B. characters

C. paragraphs

D. all of the above

Ans - D

Question : 5

What is the blank space outside the printing area on a page?

A. Clipart

B. Margins

C. Header

D. Footer

Ans - B

Question : 6

A (n) _____is a dot or other symbol positioned at the beginning of a paragraph.

A. bullet

B. logo

C. cell

D. Target

Ans - A

Question : 7

What is the file extension of Ms-Word97- 2003 document?

A. Dot

B. Doc

C. Dom

D. Txt

Ans - B

Question : 8

The ability to combine name and addresses with a standard document is called _____

A. document formatting

B. database management

C. mail merge

D. form letters

Ans - C

Question : 9

The word wrap feature

A. Automatically move text to the next line when necessary

B. Appears at the bottom of the document

C. Allows you to type over text

D. is the short horizontal line

Ans - A

Question : 10

Why are headers and footers used in document?

A. To enhance the overall appearance of the document

B. To mark the starting and ending of a page

C. To make large document more readable

D. To allow page headers and footers to appear on document when it is printed

Ans - D

Question : 11

Which can be used for quick access to commonly used commands and tools?

A. Status bar

B. Tool bar

C. Menu bar

D. Title bar

Ans - B

Question : 12

What is the smallest and largest font size available in Font Size tool on formatting toolbar?

A. 8 and 72

B. 8 and 64

C. 0 and 72

D. None of above

Ans - A

Question : 13

What is the default font size of a new Word document based on Normal template in Word 2003?

A. 10 pt

B. 12 pt

C. 11 pt

D. None of above

Ans - B

Question : 14

What is gutter margin?

A. Margin that is added to the left margin when printing

B. Margin that is added to right margin when printing

C. Margin that is added to the binding side of page when printing

D. Margin that is added to the outside of the page when printing

Ans - C

Question : 15

Word has a list of predefined typing, spelling, capitalization, and grammar errors that _____ can detect and correct.

A. AutoEntry

B. AutoCorrect

C. AutoAdd

D. AutoSpell

Ans - B

Question : 16

Changing the appearance of a document is called

A. Proofing

B. Editing

C. Formatting

D. All of above

Ans - C

Question : 17

Which of the following commands should you always use before submitting a document to others?

A. find command

B. Replace command

C. Spelling and Grammar

D. Thesaurus

Ans - C

Question : 18

Which of these toolbars allows changing of Fonts and their sizes?

A. Standard

B. Formatting

C. Print Preview

D. None of these

Ans - B

Question : 19

By default, on which page the header or the footer is printed?

A. on first page

B. on alternate page

C. on every page

D. none of the above

Ans - C

Question : 20

What is the minimum number of rows and columns that a word table can have?

A. Zero

B. 2 rows and 1 column

C. 2 rows and 2 column

D. 1 row and 1 column

Ans - D

Question : 21

Portrait and Landscape are

A. Page Orientation

B. Paper Size

C. Page Layout

D. All of above

Ans - A

Question : 22

How many ways you can save a document?

A. 3

B. 4

C. 5

D. 6

Ans - A

Question : 23

How will MS Word will respond in repeated word.

A. A Red wavy line under the repeated word

B. A Green wavy line under the repeated word

C. A Blue wavy line under the repeated word

D. None of the above

Ans - A

Question : 24

What do you call ‘a collection of character and paragraph formatting commands’?

A. the defaults

B. a template

C. a style

D. a boilerplate

Ans - C

Question : 25

Switching between portrait and landscape modes involves the

A. header and footer toolbar

B. print layout view

C. page setup dialog box

D. none of the above

Ans - C

Question : 26

How many different positions can you set for drop cap?

A. 1

B. 2

C. 4

D. 6

Ans - B

Question : 27

What is the default number of lines to drop for drop cap ?

A. 3

B. 10

C. 15

D. 20

Ans - A

Question : 28

What is the maximum number of lines you can set for lines to drop box?

A. 3

B. 5

C. 10

D. 15

Ans - C

Question : 29

By default, Word automatically formats each heading in a table of contents as _____

A. bookmarks

B. cross-references

C. hyperlinks

D. word-fields

Ans - C

Question : 30

How many different documents you can open at one time?

A. No more than three

B. Only one

C. As many as your computer memory will hold

D. As many as your taskbar can display

Ans - C

Question : 31

What is the default font used in MS Word 2007 document?

A. Times New Roman

B. Arial

C. Calibri

D. Preeti

Ans - C

Question : 32

Word includes a series of predefined graphics called _____ that can be inserted into a Word document.

A. clip art

B. hyperlinks

C. captions

D. Bookmarks

Ans - A

Question : 33

A master document contains_____, each of which contains a pointer to a file on a disk?

A. Placeholders

B. subdocuments

C. bookmarks

D. References

Ans - B

Question : 34

What is the maximum font size you can apply for any character

A. 163

B. 1638

C. 16038

D. None of above

Ans - B

Question : 35

In a document what is the maximum number of columns that can be inserted in MS Word Table?

A. 35

B. 55

C. 63

D. 65

Ans - C

Question : 36

Which language does MS-Word use to create Macros?

A. Visual C++

B. Visual Basic

C. FoxPro

D. Access

Ans - B

Question : 37

Which of the following is not a type of page margin?

A. Left

B. Right

C. Center

D. Top

Ans - C

Question : 38

AutoCorrect was originally designed to replace _____ words as you type.

A. short, repetitive

B. grammatically incorrect

C. misspelled

D. none of the above

Ans - C

Question : 39

Headers and footers can include text and graphics, as well as the _____.

A. current date

B. page number

C. current time

D. all of the above

Ans - D

Question : 40

By default, your document prints with:

A. 1 inch top and bottom margins

B. a portrait orientation

C. 1.25 inches left and right margins

D. all of the above

Ans - D

Question : 41

Which of the following is best for quick copy operation?

A. Copy and Paste

B. Windows Clipboard

C. Drag and Drop

D. Auto Text

Ans - C

Question : 42

Which of the following is graphics solution for Word Processors?

A. Clipart

B. WordArt

C. Drop Cap

D. All of above

Ans - A

Question : 43

How much space in minimum must be provided between columns?

A. 0"

B. 0.5"

C. 1"

D. 1.5“

Ans - A

Question : 44

Insert Date, Format Page Number, and Insert AutoText are buttons on the _____ toolbar.

A. Formatting

B. Header and Footer

C. Standard

D. Edit

Ans - B

Question : 45

_____ are types of changes that occur when text has been omitted from a document and must be inserted later.

A. Copy

B. Paste

C. Cut

D. Paste Special

Ans - C

Question : 46

In Word 2007 the Zoom is placed on

A. View tab

B. Home tab

C. Status bar

D. A & C both

Ans - D

Question : 47

A character that is raised and smaller above the baseline is known as

A. outlined

B. raised

C. superscript

D. Subscript

Ans - C

Question : 48

Thesaurus tool in MS Word is used for

A. Spelling suggestions

B. Grammar options

C. Synonyms and Antonyms words

D. All of above

Ans - C

Question : 49

To save an existing document with a different file name, click _____.

A. the Save button on the Standard toolbar

B. Save on the File menu

C. the Save As button on the Standard toolbar

D. Save As on the File menu

Ans - D

Question : 50

What is the default file extension for all Word documents?

A. .txts

B. .word

C. .docs

D. .docx

Ans - C

MASTER IN COMPUER KNOWLEDGE

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150 COMPUTER MCQ

MS WORD

CLASS - 16

Question : 51

From where you can access Save command?

A. Home tab

B. Insert tab

C. Review tab

D. None of above

Ans - D

Question : 52

Superscript, subscript, outline are known as

A. font styles

B. font effects

C. word art

D. text effects

Ans - B

Question : 53

Why Drop Caps are used in document?

A. To drop all the capital letters

B. To automatically begin each paragraph with capital letter

C. To begin a paragraph with a large dropped initial capital letter

D. None of above

Ans - C

Question : 54

Which bar shows the current position as far the text goes?

A. Title bar

B. Menu bar

C. Scrollbar

D. Status bar

Ans - D

Question : 55

Which file are contents readymade styles that can be used for a word document?

A. Magic wands

B. Letters

C. Templates

D. Presentation

Ans - C

Question : 56

Where all the tabs (Ex. Home tab, Insert tab, etc.) are located?

A. Title bar

B. Status bar

C. Ribbon

D. Scroll bar

Ans - C

Question : 57

Using Print Preview is useful. when you want to

A. colour the document

B. save the document

C. delete the document

D. view how the document will appear when printed

Ans - D

Question : 58

Which is the following is not an option in clipboard?

A. Copy

B. Paste

C. Cut

D. Page setup

Ans - D

Question : 59

Line spacing is in the ____ of MS Word.

A. Home tab

B. Insert tab

C. View tab

D. Format tab

Ans - A

Question : 60

To select a group of words, _____.

A. click the Group button on the Formatting toolbar

B. double-click anywhere within the group to be selected

C. drag the mouse pointer through the characters to be selected

D. right-click the first and last characters of the group to be selected

Ans - C

Question : 61

Arial, Calibri, Times New Roman are the name of ____.

A. Text

B. Highlights

C. Alignment

D. Font face

Ans - D

Question : 62

In MS word we insert

A. SmartArt

B. Text Box

C. Table

D. All of these

Ans - D

Question : 63

What is the name of the feature that will allow you to take a step backward if you've made a mistake?

A. Redo

B. Cancel

C. Undo

D. Backspace

Ans - C

Question : 64

Which enables us to send the same letter to different persons?

A. macros

B. template

C. mail merge

D. None

Ans - C

Question : 65

The name of a word document displays in ____.

A. Ribbon

B. Home tab

C. Status bar

D. Title bar

Ans - D

Question : 66

Which of the following are valid minimum & maximum zoom sizes in MS Word?

A. 0,100

B. 0,1000

C. 10,500

D. 10,100

Ans - C

Question : 67

The _____ is a customizable toolbar that contains commands that you may want to use.

A. Title bar

B. Ribbon

C. Quick access toolbar

D. View option toolbar

Ans - C

Question : 68

If you need to double underline a word, how will you do that?

A. Go to Format menu and then Font option. Open Underline Style and choose Double Underline

B. From Format menu choose Font option and then from Font tab open Underline Style and select Double Underline

C. Select the text then choose Format >> Font and on Font tab, open Underline Style and choose Double Underline

D. Click double underline tool on formatting toolbar

Ans - C

Question : 69

What is the default left margin in Word 2003 document?

A. 1″

B. 1.25″

C. 1.5″

D. 2″

Ans - B

Question : 70

A word gets selected by clicking it

A. once

B. twice

C. three times

D. four times

Ans - B

Question : 71

User can use _____ commands to search for and correct words in a document.

A. Print and Print preview

B. Header and Footer

C. Find and Replace

D. Spelling and Grammar

Ans - C

Question : 72

What is a gallery of text styles that you can add to your documents to create decorative effects?

A. Clipart

B. WordArt

C. Header

D. Footer

Ans - B

Question : 73

Which of the following can you change using the page setup dialog box?

A. margins

B. page orientation

C. vertical alignment

D. all of the above

Ans - D

Question : 74

To view paragraph marks, click on the ____ tab, in the Paragraph group, click Show/Hide.

A. Home

B. Page layout

C. References

D. View

Ans - A

Question : 75

What is the ghosted text or picture behind the content on the page?

A. WordArt

B. Clipart

C. Watermark

D. All of these

Ans - C

Question : 76

What is the use of “All Caps” feature in MS-Word?

A. It changes all selected text into Capital Letter

B. It adds captions for selected Image

C. It shows all the image captions

D. None of the above

Ans - A

Question : 77

A (n) ____ lists the terms and topics that are discussed in a document, along with the pages that they appear on.

A. Index

B. Contents

C. Table

D. Indent

Ans - A

Question : 78

When you save a file as a Web page, Word converts the contents of the document into _____.

A. Java

B. Perl

C. HTML

D. Unix

Ans - C

Question : 79

You use ____ when you want to create a set of documents, such as a form letter that is sent to many customers or a sheet of address labels

A. Mail merge

B. Mark entry

C. Contents

D. Indent

Ans - A

Question : 80

View the document as it will appear on the printed page is

A. Print layout

B. Full screen reading

C. Web layout

D. Outline

Ans - A

Question : 81

_____ can use to navigate a long document through small pictures of each page.

A. Ruler

B. Gridlines

C. Document Map

D. Thumbnails

Ans - D

Question : 82

_____ are advanced features that can speed up editing or formatting you may perform often in a Word document.

A. Macros

B. Ribbon

C. Track changes

D. Comment

Ans - A

Question : 83

Change the _____ to create a document in wide format.

A. Page Orientation

B. Page margins

C. Paper Style

D. Paper Source

Ans - A

Question : 84

The _____ is a special toolbar that displays a series of names, each of which represents a list of commands that can be used to perform tasks.

A. scroll bar

B. status bar

C. title bar

D. menu bar

Ans - D

Question : 85

What is the tool in Word that copies only the format of selected text so that you can apply on other text?

A. Copy

B. Paste

C. Format Painter

D. Paste Special

Ans - C

Question : 86

What is the maximum scale percentage available in Scale drop down box?

A. 500

B. 200

C. 100

D. 90

Ans - B

Question : 87

By default, Word automatically formats each heading in a table of contents as _____

A. bookmarks

B. cross-references

C. hyperlinks

D. word-fields

Ans - C

Question : 88

Microsoft Word is a _____.

A. Computer Hardware Program

B. Computer Non-application Program

C. Computer Application Program

D. None of the above

Ans - C

Question : 89

Documents can be ____ with MS Word.

A. Created

B. Edited

C. Saved

D. All of the above

Ans - D

Question : 90

Which of the following is used to create newspaper style columns?

A. Format Tabs

B. Table Insert Table

C. Insert Textbox

D. Format Columns

Ans - D

Question : 91

What is meant by the concept of WYSIWYG in MS Word?

A. What You See Is What You Get

B. What You Seek Is What You Get

C. What You See Is What You Give

D. What You Seek Is What You Give

Ans - A

Question : 92

Which of the following tab is the default in MS Word?

A. Home

B. Insert

C. Page Layout

D. Reference

Ans - A

Question : 93

A document's margins are adjusted using the _____ in Microsoft Word.

A. Margin

B. Border

C. Space

D. Indent

Ans - D

Question : 94

_____ is a picture or a graphic that can be added to a document.

A. Clickart

B. Animation

C. Coldart

D. Clipart

Ans - D

Question : 95

What is the default paper size in MS Word?

A. 8*11

B. 8.5*11 (Letter)

C. 8*11.5

D. 8.5*11.5

Ans - B

Question : 96

Bold, Italic and Underline commands are present in which group in Home tab?

A. Clipboard

B. Font

C. Paragraph

D. Styles

Ans - B

Question : 97

What does Justify option do?

A. It aligns the text to left margin

B. It aligns the text to right margin

C. It aligns the text to both left and right margin

D. It aligns the text to center

Ans - C

Question : 98

There is a _____ underline on the text of any grammar mistakes in the document.

A. Orange

B. Green

C. Black

D. Purple

Ans - B

Question : 99

Which of the following is a tab in Ribbon in MS Word?

A. Home

B. Insert

C. Page Layout

D. All of the above

Ans - D

Question : 100

Microsoft Office Word is a (n) _____.

A. area in the computer's main memory in which Microsoft Office text files are stored temporarily

B. program included with Windows 2000 that can be used only to create or edit text files, smaller than 64K, that do not require formatting

C. classified password that prevents unauthorized users from accessing a protected Microsoft Office item or document

D. full-featured word processing program that can be used to create and revise professional looking documents easily

Ans - D

MASTER IN COMPUER KNOWLEDGE

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50+ MS WORD SHORTCUT KEY

RAPID FIRE

CLASS - 17

Question : 1

In Microsoft Word to cut something the following shortcut is used

A. CTRL+C

B. CTRL+X

C. CTRL+V

D. None of these

Ans - B

Question : 2

In Microsoft Word shortcut CTRL+Z is for

A. Undo something

B. Delete something

C. Paste something

D. None of these

Ans - A

Question : 3

What does the Ctrl + I shortcut key accomplish in Ms-Word?

A. It converts selected text into the next larger size of the same font

B. It adds a line break to the document

C. It makes the selected text bold

D. It applies Italic formatting t the selected text.

Ans - D

Question : 4

What does Ctrl + B shortcut accomplish in Ms-Word?

A. It converts selected text into the next larger size of the same font

B. It adds a line break to the document

C. It makes the selected text bold

D. It applies Italic formatting t the selected text.

Ans - C

Question : 5

Which of the following shortcut key is used to check spelling?

A. F1

B. F2

C. F7

D. F9

Ans - C

Question : 6

In Microsoft Word system to copy something the following shortcut is used

A. CTRL+C

B. CTRL+X

C. CTRL+V

D. None of these

Ans - A

Question : 7

In Microsoft Word shortcut SHIFT+DELETE is used for

A. Delete the selected item permanently without placing the item in the Recycle Bin

B. Copy the selected item

C. Rename the selected item

D. Create a shortcut to the selected item

Ans - A

Question : 8

In Microsoft Word shortcut CTRL+U while dragging an item

A. Underline the text

B. Copy the selected item

C. Rename the selected item

D. Create a shortcut to the selected item

Ans - D

Question : 9

In Microsoft Word using CTRL+SHIFT with any of the arrow keys

A. Highlight a block of text

B. Delete something

C. Paste something

D. None of these

Ans - A

Question : 10

In Microsoft Word shortcut CTRL+A is to

A. Select all

B. Highlight a block of text

C. Delete something

D. Paste something

Ans - A

Question : 11

In Microsoft Word shortcut for paste is

A. CTRL+C

B. CTRL+X

C. CTRL+V

D. None of these

Ans - C

Question : 12

In Microsoft Word shortcut for copy is

A. CTRL+C

B. CTRL+X

C. CTRL+V

D. None of these

Ans - A

Question : 13

In Microsoft Word shortcut key CTRL+F is used for

A. Open the Organize Favorites dialog box

B. Open the Search bar

C. Start the Find utility

D. Open the History bar

Ans - C

Question : 14

Ctrl + N

A. Save Document

B. Open Document

C. New Document

D. Close Document

Ans - C

Question : 15

In Microsoft Word shortcut key CTRL+O is used for

A. Open the Favorites bar

B. Open the Open dialog box

C. Start another instance of the browser with the same Web address

D. Open the Open dialog box, the same as CTRL+L

Ans - B

Question : 16

In Microsoft Word shortcut key CTRL+P is used for

A. Open the Print dialog box

B. Update the current Web page

C. Close the current window

D. None of these

Ans - A

Question : 17

Pressing F8 key for three times selects

A. a word

B. a sentence

C. a paragraph

D. entire document

Ans - B

Question : 18

What does Ctrl + = key effect?

A. Superscript

B. Subscript

C. All Caps

D. Shadow

Ans - B

Question : 19

How can you make the selected character superscripted

A. Ctrl + =

B. Ctrl + Shift + =

C. Alt + Ctrl + Shift + =

D. None of above

Ans - B

Question : 20

What is the short cut key to open the Open dialog box?

A. F12

B. Shift F12

C. Alt + F12

D. Ctrl + F12

Ans - D

Question : 21

What is the shortcut key to split a table?

A. Ctrl + Alt + Enter

B. Ctrl + Shift + Enter

C. Alt + Shift + Enter

D. Alt + Space + Enter

Ans - B

Question : 22

Which key is used to increase left indent?

A. Ctrl+I

B. Ctrl+M

C. Alt+I

D. F10

Ans - B

Question : 23

Ctrl + B

A. Search the selected text

B. Paste the selected text

C. Bold the selected text

D. Open the specified file

Ans - C

Question : 24

How can you increase the font size of selected text by one point every time?

A. By pressing Ctrl +]

B. By pressing Ctrl + [

C. By pressing Ctrl + }

D. By pressing Ctrl + {

Ans - A

Question : 25

Ctrl + E

A. Exit Application

B. Select All

C. Clear All

D. Align Center

Ans - D

Question : 26

What is the shortcut key you can press to create a copyright symbol?

A. Alt+Ctrl+C

B. Alt + C

C. Ctrl + C

D. Ctrl + Shift + C

Ans - A

Question : 27

What is the short cut key to open Font dialog box?

A. Ctrl + F

B. Alt + Ctrl + F

C. Ctrl + D

D. Ctrl + Shift + D

Ans - C

Question : 28

What is the shortcut key to "Center Align" the selected text?

A. Ctrl + C

B. Ctrl + E

C. Ctrl + F

D. None of above

Ans - B

Question : 29

What is the shortcut key for Help Window in document?

A. F1

B. Shift + F1

C. Ctrl + F7

D. Alt + F7

Ans - A

Question : 30

What is the shortcut key to Update Formula in a table?

A. F9

B. Alt + F9

C. Ctrl + F9

D. Shift + F9

Ans - A

Question : 31

How can you decrese the font size of selected text by one point every time?

A. By pressing Ctrl + >

B. By pressing Ctrl + <

C. By pressing Alt + <

D. By pressing Alt + >

Ans - B

Question : 32

What is the shortcut key for "Find and Replace" dialog box?

A. Ctrl + F

B. Ctrl + R

C. Ctrl + H

D. Ctrl + Shift + F

Ans - C

Question : 33

What is the shortcut key to "Insert Hyperlink" in a document?

A. Ctrl + H

B. Ctrl + L

C. Ctrl + K

D. None of above

Ans - C

Question : 34

What is the shortcut key to show font dialog box?

A. Ctrl + D

B. Ctrl + Shift + F

C. Ctrl + Shift + P

D. All of the above

Ans - D

Question : 35

Which key do you press to force a page break?

A. CTRL+ALT

B. CTRL+ break

C. CTRL+ Enter

D. none of the above

Ans - C

Question : 36

"Ctrl + Delete" is used to

A. Delete the word just after the cursor

B. Delete the word just before the cursor

C. Delete the single letter just after the cursor

D. Delete the single letter just before the cursor

Ans - A

Question : 37

"Ctrl + Backspace" is used to

A. Delete the single letter just before the cursor

B. Delete the single letter just after the cursor

C. Delete the word just before the cursor

D. Delete the word just after the cursor

Ans - C

Question : 38

_____ is used to open the file tab menu in Microsoft Word ?

A. Alt + O

B. Alt + C

C. Ctrl + F

D. Alt + F

Ans - D

Question : 39

In MS Word, Ctrl+S is for _____

A. Scenarios

B. Size

C. Save

D. Spelling Check

Ans - C

Question : 40

_____ is used to open the insert tab menu in MS Word?

A. Alt + N

B. Ctrl + N

C. Alt + I

D. Ctrl + I

Ans - A

Question : 41

The key F12 opens a

A. Save As dialog box

B. Open dialog box

C. Save dialog box

D. Close dialog box

Ans - A

Question : 42

Ctrl + J

A. Align Justify

B. Insert Hyperlink

C. Search

D. Print

Ans - A

Question : 43

Ctrl + U

A. Undelete the previously deleted text

B. Undo the last changes

C. Underline the document name

D. Underline the selected text

Ans - D

Question : 44

Ctrl + L

A. Left Align

B. Left Indent

C. Increase Left Margin

D. Decrease Left Margin

Ans - A

Question : 45

Home Key

A. Moves the cursor beginning of the document

B. Moves the cursor beginning of the paragraph

C. Moves the cursor beginning of the screen

D. Moves the cursor beginning of the line

Ans - D

Question : 46

"Ctrl + Right Arrow" is used to

A. Moves the cursor one word right

B. Moves the cursor end of the line

C. Moves the cursor end of the document

D. Moves the cursor one Paragraph down

Ans - A

Question : 47

End Key

A. Moves the cursor end of the line

B. Moves the cursor end of the document

C. Moves the cursor end of the paragraph

D. Moves the cursor end of the screen

Ans - A

Question : 48

"Ctrl + Left Arrow" is used to

A. Moves the cursor beginning of the Line

B. Moves the cursor one word left

C. Moves the cursor one paragraph up

D. Moves the cursor one paragraph down

Ans - B

Question : 49

"Ctrl + Home" is used to

A. Moves the cursor to the beginning of Document

B. Moves the cursor to the beginning of Line

C. Moves the cursor to the beginning of Paragraph

D. All of the above

Ans - A

Question : 50

"Ctrl + End" is used to

A. Moves the cursor to the end of Line

B. Moves the cursor to the end of Document

C. Moves the cursor to the end of Paragraph

D. None of the Above

Ans - B

Question : 51

Which shortcut is used to show or hide the ribbon in MS Word?

A. Ctrl+F2

B. Ctrl+F

C. Ctrl+F1

D. Alt+F

Ans - C

Question : 52

Ctrl + P

A. Open Paragraph Dialog Box

B. Open Page Format Dialog Box

C. Open Save Dialog Box

D. Open Print Dialog box

Ans - D

Question : 53

Ctrl + T

A. Hanging Indent

B. Left Indent

C. Open Tabs Dialog box

D. Terminate all opened Dialog box

Ans - A

Question : 54

Ctrl + R

A. Re-Open the last closed document

B. Re-Print the last printed page

C. Re-Apply the last paragraph formatting

D. Right align the selected Paragraph

Ans - D

Question : 55

In Microsoft Word shortcut key CTRL+W is used for

A. Open the Print dialog box

B. Update the current Web page

C. Close the current window

D. Close the application

Ans - C

MASTER IN COMPUER KNOWLEDGE

RI, ARI, AMIN,SFS, LI, FORESTER, FOREST GUARD

MS POWERPOINT

CLASS - 18

MS PowerPoint

MS PowerPoint is a software application included in the MS Office package that allows us to create presentations. PowerPoint provides a GUI with the help of which we can create attractive presentations quickly and easily.

The presentation may include slides, handouts, notes, outlines, graphics and animations. A slide in PowerPoint is a combination of images, text, graphics, charts, etc that is used to convey some meaning information.

The presentations in MS PowerPoint are usually saved with the extension .ppt & .pptx.

How To Start MS PowerPoint

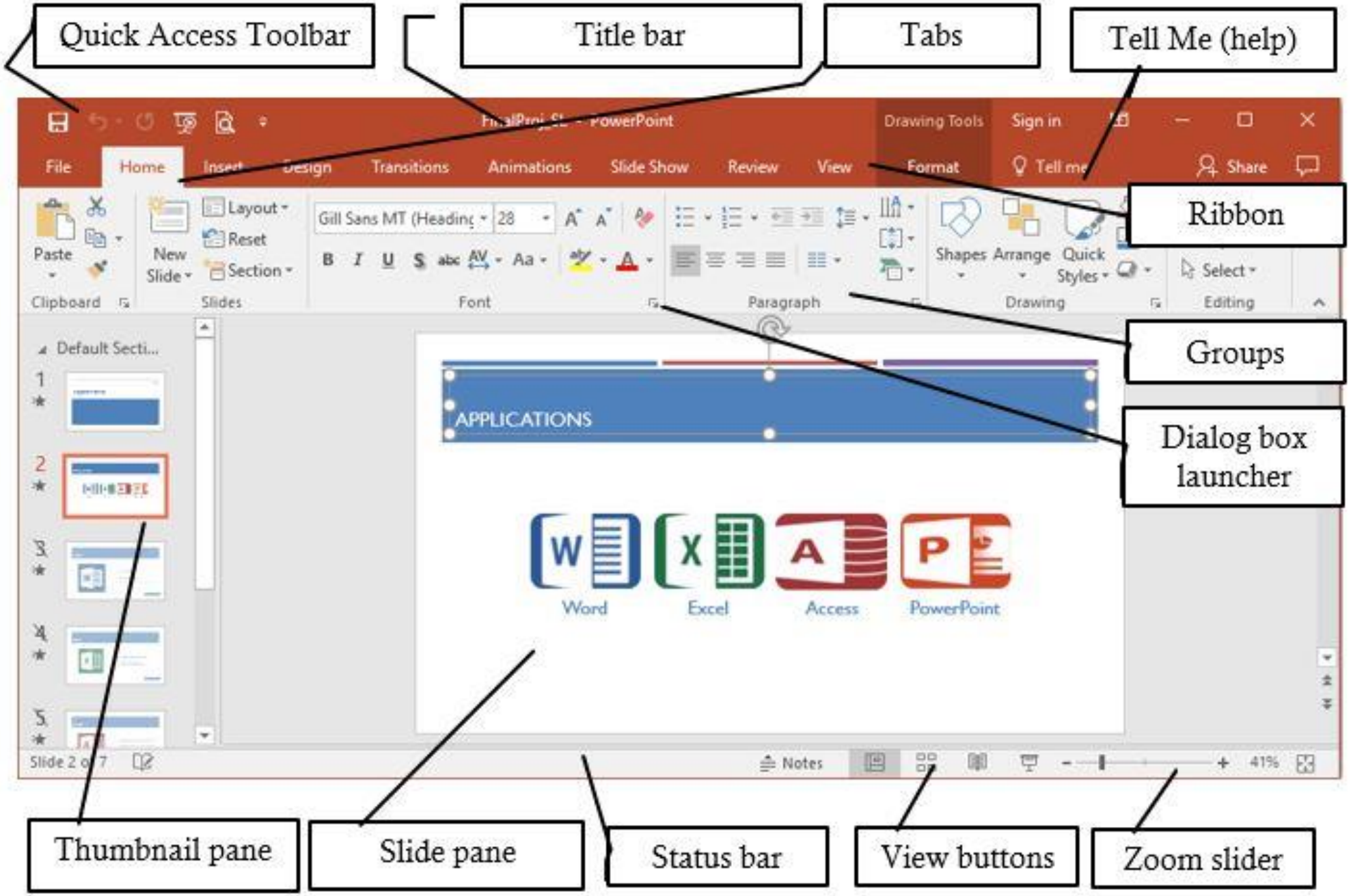
For working in MS PowerPoint, we need to first install the MS Office package in our computer system.

After installing MS Office, we can start MS PowerPoint using any of the following two ways:

- Start menu
- Run command

Using Start menu We can start MS PowerPoint by performing the following steps using the Start menu:

1. Select Start -> All Programs -> Microsoft Office -> Microsoft Office PowerPoint
2. Open Run command -> Type **powerpnt**

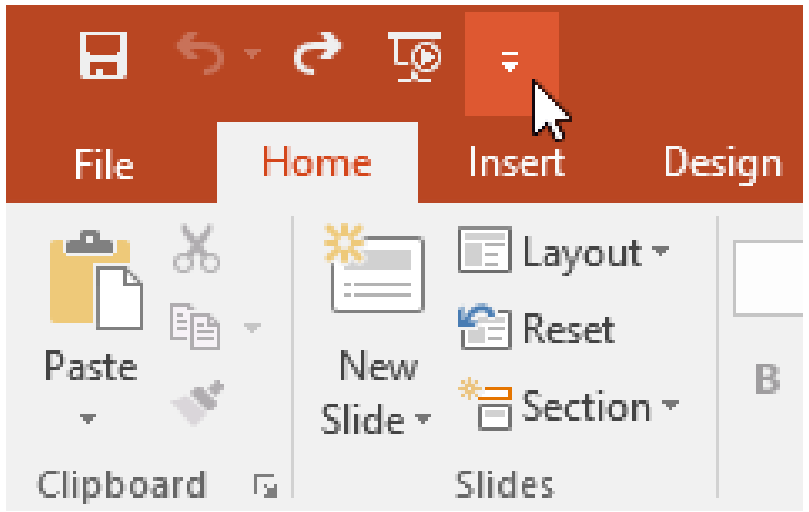

Quick Access Toolbar
Title bar
Tabs
Tell Me (help)
Ribbon
Groups
Dialog box launcher
Thumbnail pane
Slide pane
Status bar
View buttons
Zoom slider
PowerPoint
Drawing Tools
Sign in
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Format
Tell me
Share
Paste
New Slide
Layout
Reset
Section
Clipboard
Slides
Font
Paragraph
Shapes
Arrange
Quick Styles
Drawing
Select
Editing
Default Secti...
APPLICATIONS
Word
Excel
Access
PowerPoint
Slide 2 of 7
Notes
41%

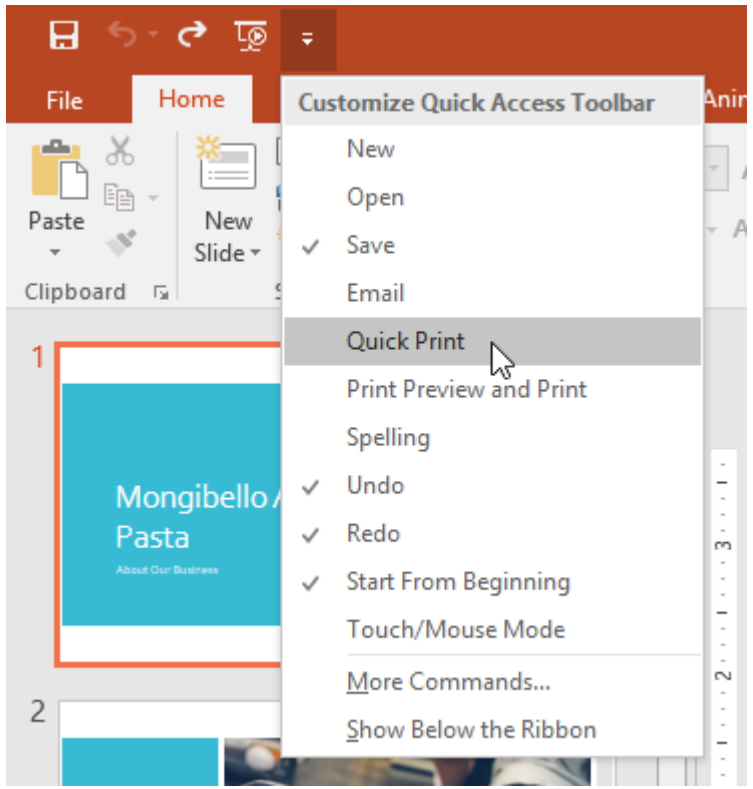
(i) Title Bar: This shows the name/title given by you to the current presentation. If user do not save the presentation by any name, default name given by MS PowerPoint appears in this bar like presentation1… .
(ii) Menu Bar: Contains menu items like insert, views, design, animations, etc.
(iii) Office Button: MS Office button on the left-most top.
(iv) Formatting Toolbar: Have tools like Bold, Italic, Underline, Font shape & size etc. to format your data.

(v) Zoom Slider: To zoom in or zoom out your presentation.
(vi) Notes Pane: This allows us to type notes that we may require later when preparing for the presentation, but they will not be displayed during the slide show.
(vii) View Buttons: Provides different views of your presentation like : normal, slide show & slide sorter.
(viii) Slide Pane: This is where we type, format, and otherwise design the slide.

Quick Access Toolbar

Located just above the Ribbon, the Quick Access Toolbar lets you access common commands no matter which tab is selected. By default, it includes the Save, Undo, Redo, and Start From Beginning commands. You can add other commands depending on your preference.



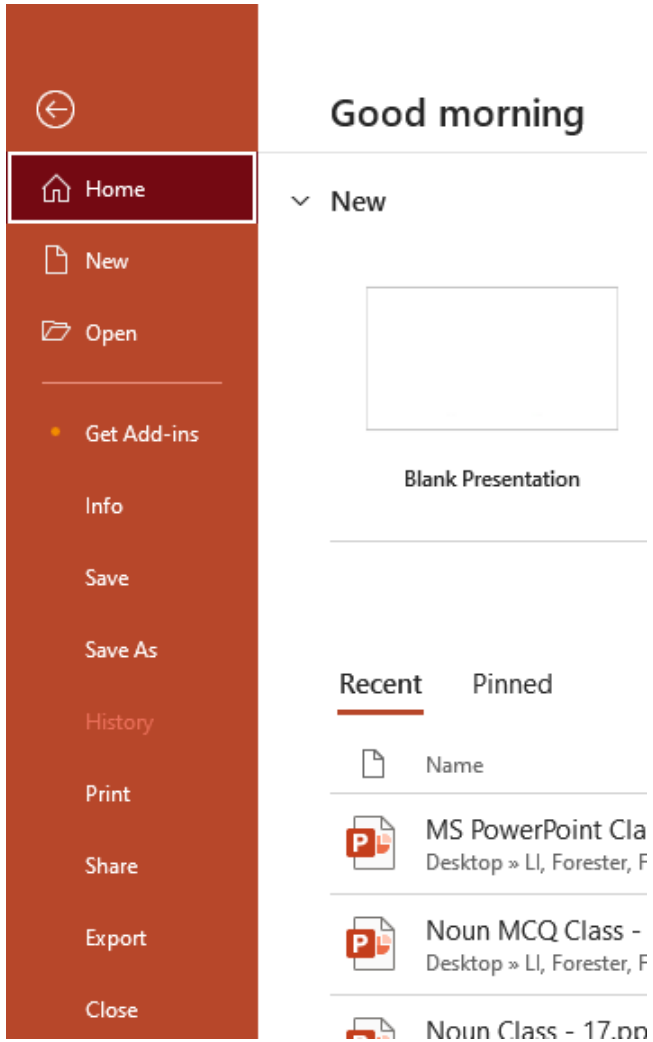


Menu Bar

- File
- Home
- Insert
- Draw
- Design
- Transitions
- Animations
- Slide Show
- Record
- Review
- View
- Help

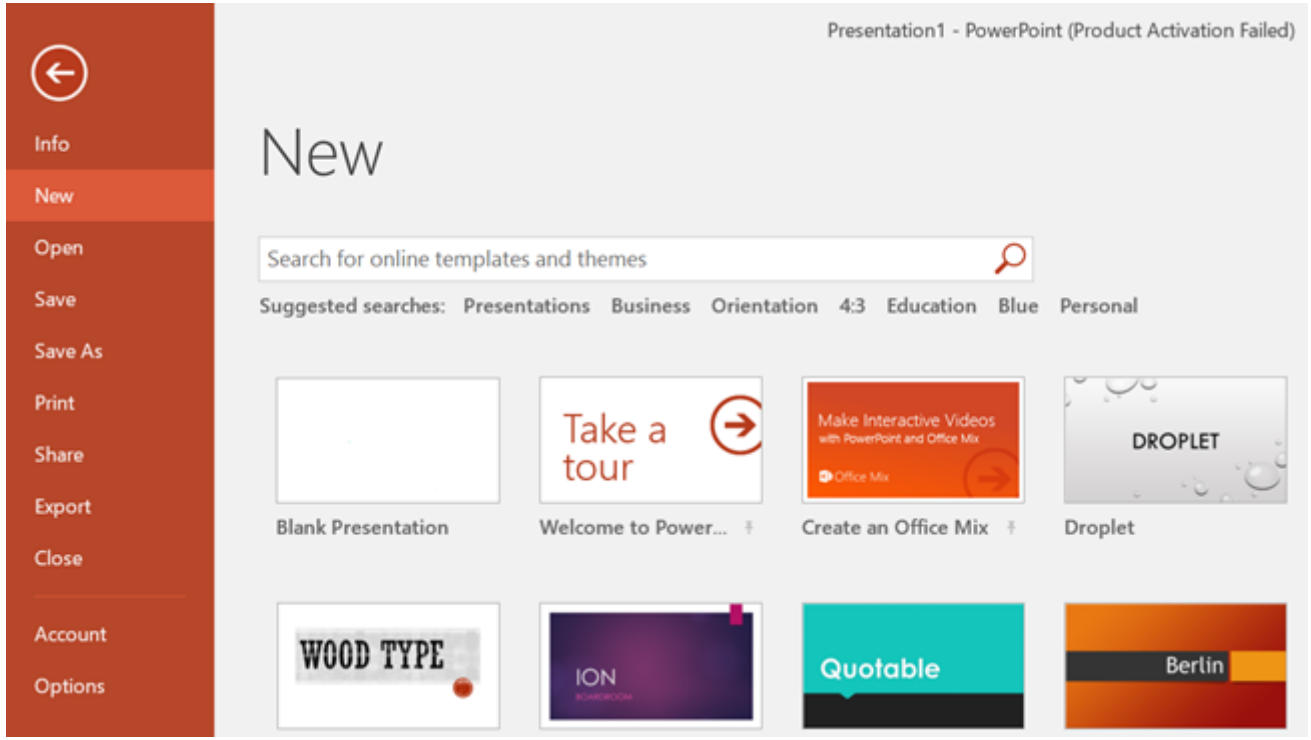
File Menu

In PowerPoint the Office Button is replaced by the File menu. The location of the File menu, which is placed at towards the extreme left of the Ribbon.



New

You can open new templates that you want or a blank page. You can search for online templates if you have an internet connection. You also can use the filter templates that are below the search bar.



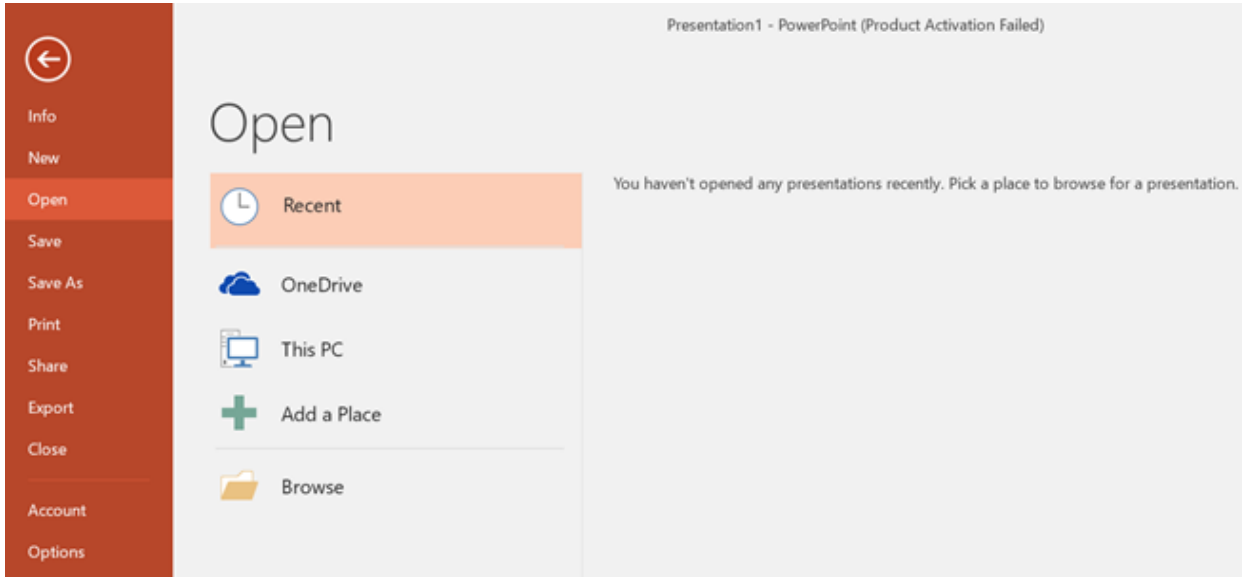
Open

Recent: The recent presentation that you have opened are listed on the right side, and you can click and open the presentation that you need.

OneDrive: You can insert presentation from any device that has OneDrive app.

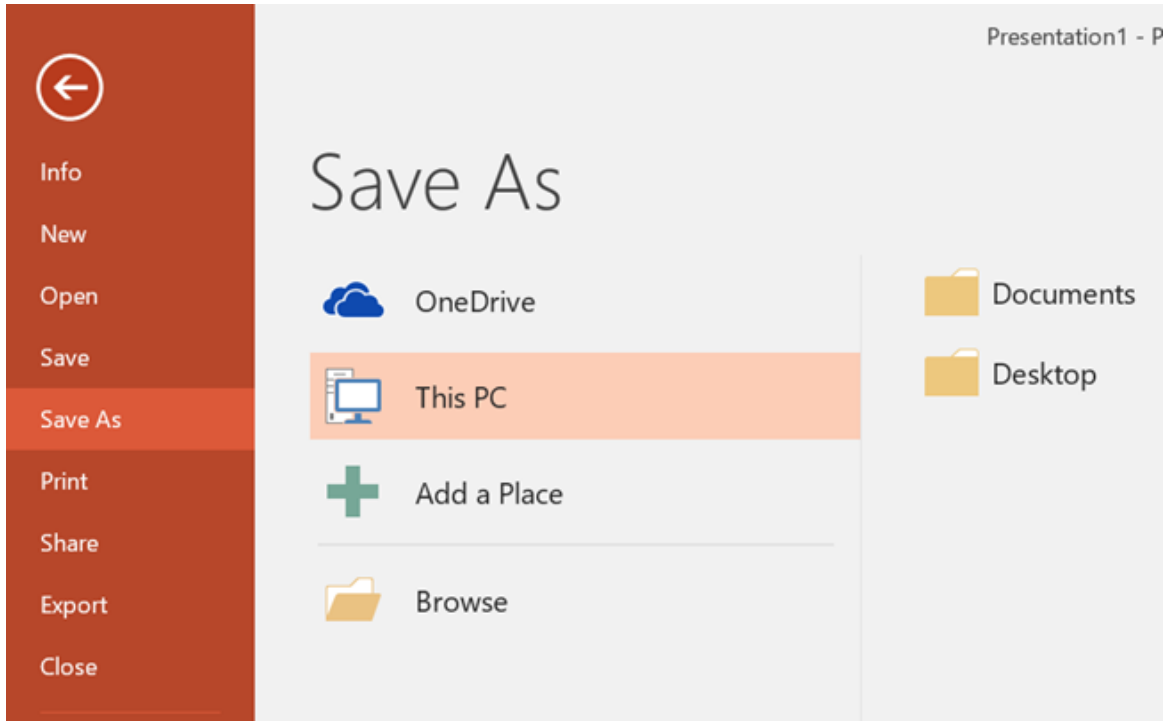
This PC: If you have any presentation and that is not in the recent files, you can browse and open that presentation. You can browse through the (documents) folder on your PC.

Browse: It is the fourth way that you can open a file or a presentation. Simply just browse and find the presentation and click “Open” to open.



Save & Save as

Save and Save As are similar to each other, If you have saved the presentation before by any other name then the second time if you want to save with another you have to click on Save As.

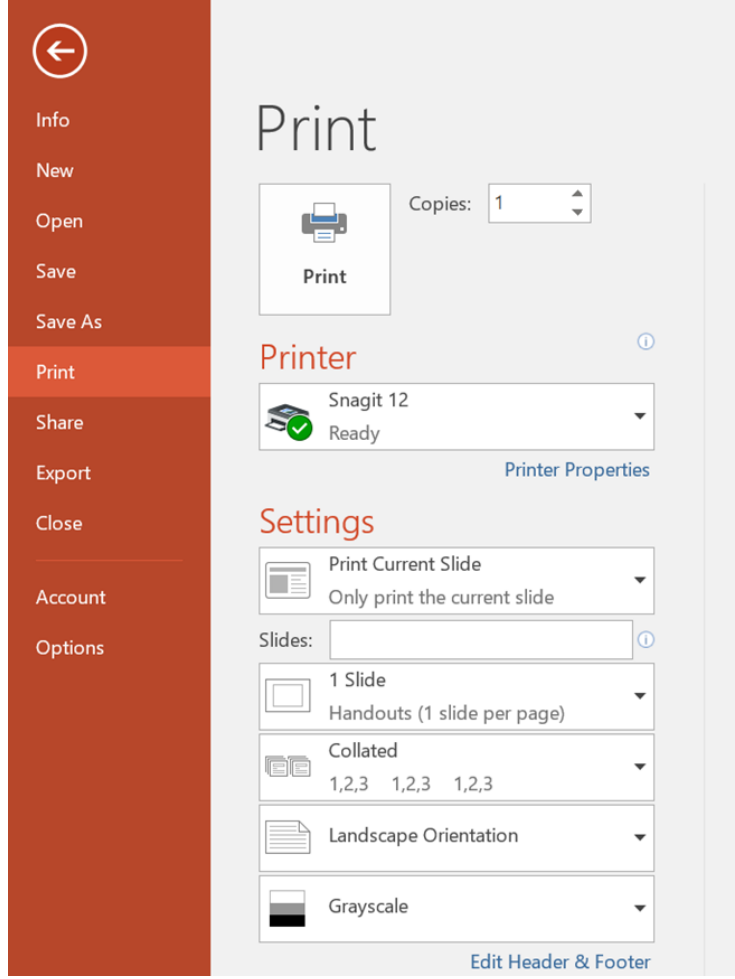


Print

You can print the presentation that you have made. It is very easy just select the correct options.

First, select how many copies you want to copy then select your printer.

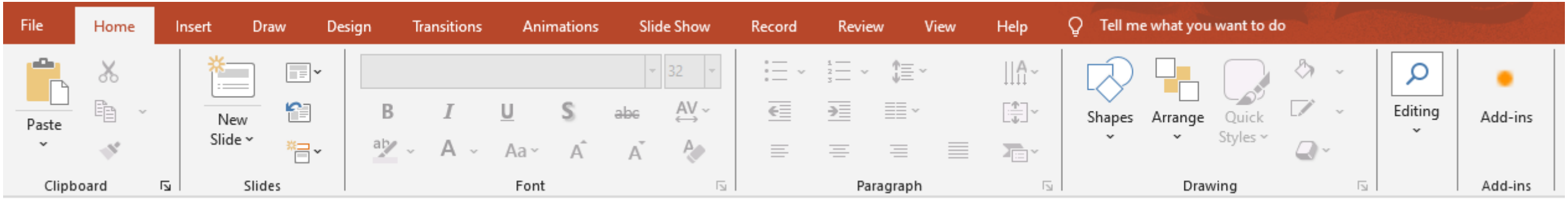
After that select the page If it should be landscape or portrait then click on the print button.

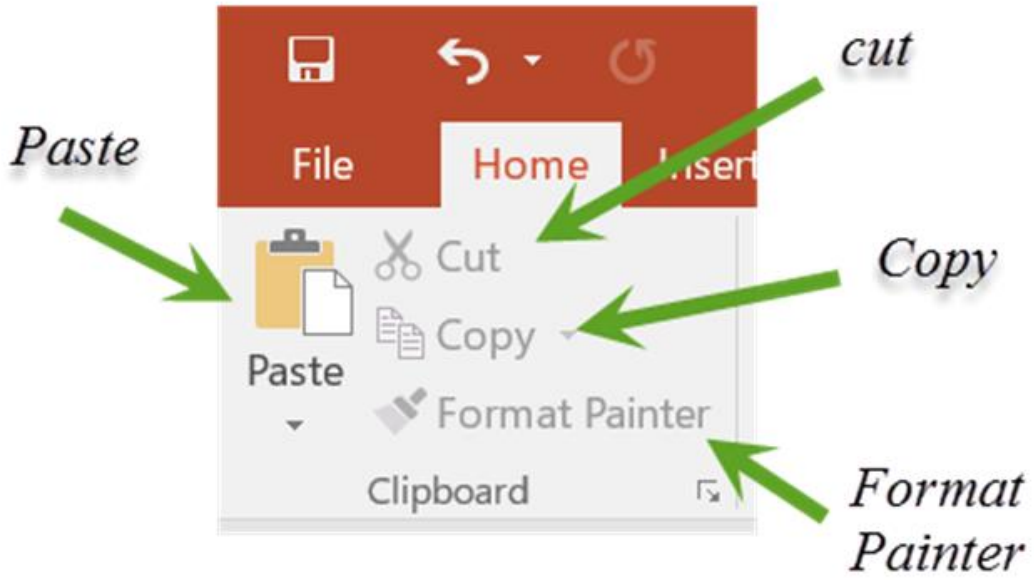


Home Tab

Clipboard group

In the clipboard group all your work is with cutting and pasting.





Font Group

In this group you can edit the text size, you can change font styles and there are more than hundred kinds of font.

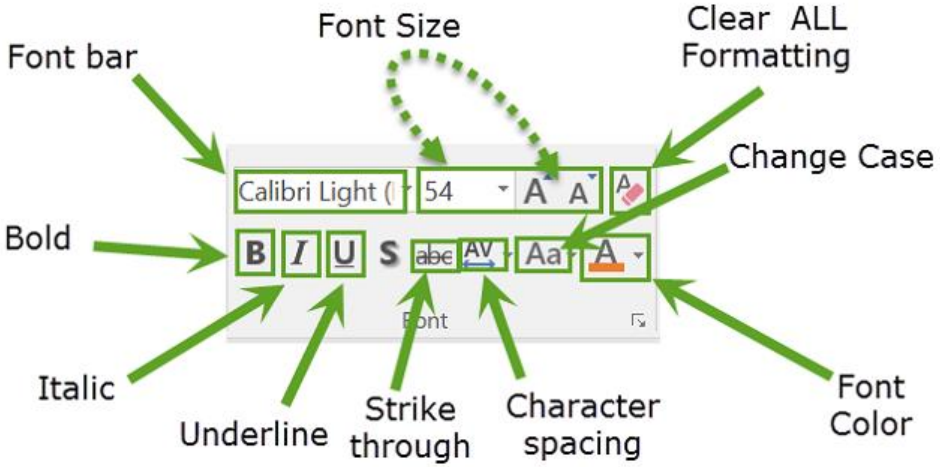
Bold: Bold the text. Shortcut key is CTRL+B.

Italic: Italic the text. Shortcut key is CTRL+I.

Underline: Underline the text, you can underline with one line or more than that. Shortcut key is CTRL+U.

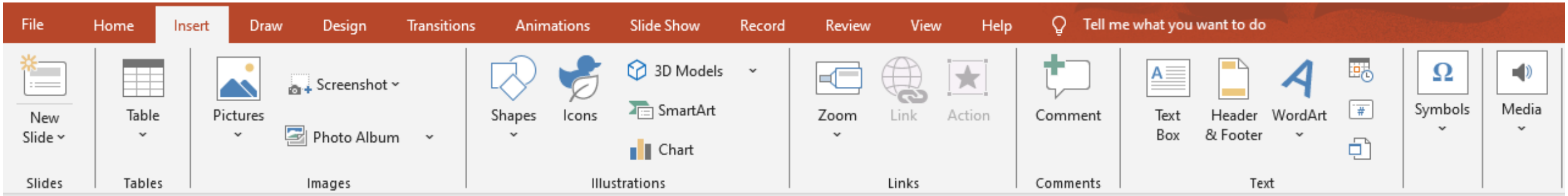
Change Case: It is for the text style from capitalization like Uppercase, Lowercase and more.

Font Color: Give color to the text that you have written.



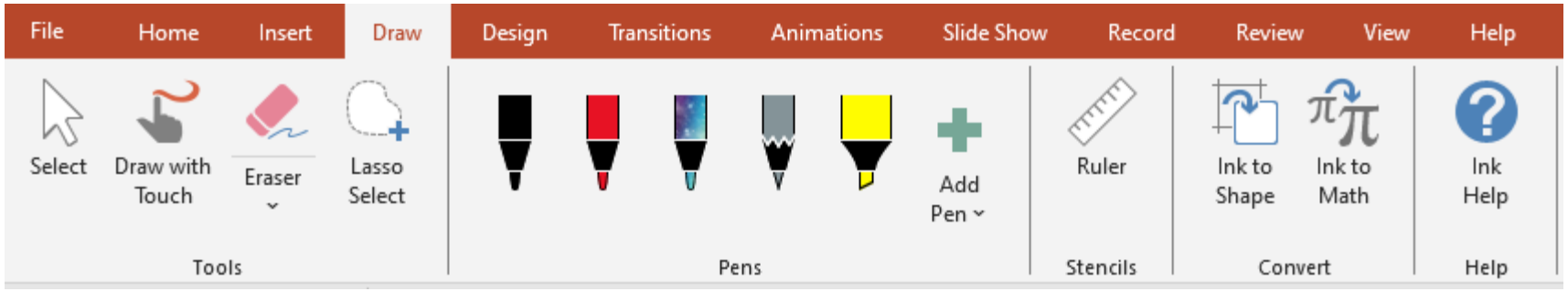
Insert Tab

The Insert tab contains various items that you may want to insert into a document. These items include such things as tables, word art, hyperlinks, symbols, charts, signature line, date & time, shapes, header, footer, text boxes, links, boxes and so on.



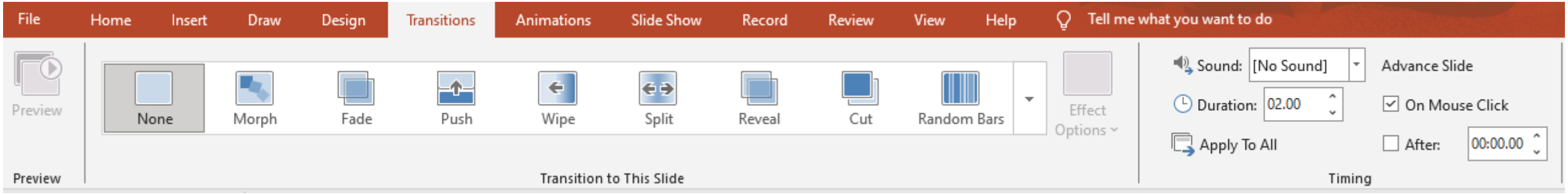
Draw Tab

The Draw tab offers three types of drawing textures: pen, pencil, and highlighter, each with a different look.



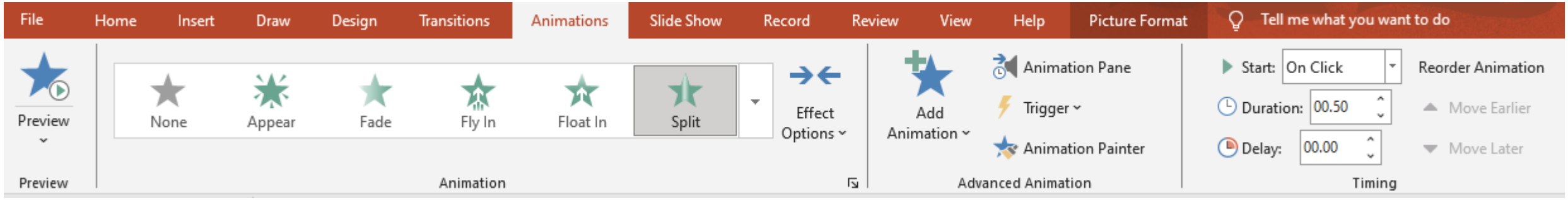
Transitions Tab

The transitions tab contains the Transitions to This Slide group. From this group choose a special effect to be applied during the transition between the previous slide to the next slide.



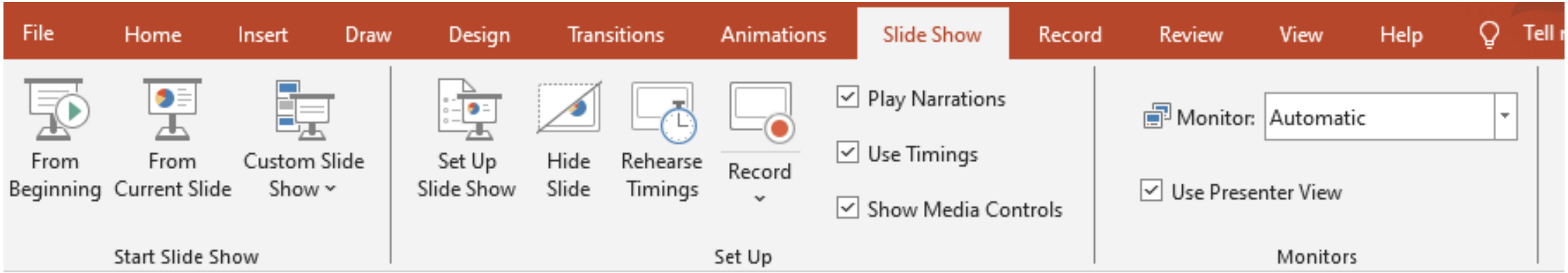
Animation Tab

In PowerPoint, you can animate text and objects such as clip art, shapes, and pictures. Animation or movement on the slide can be used to draw the audience's attention to specific content or to make the slide easier to read.



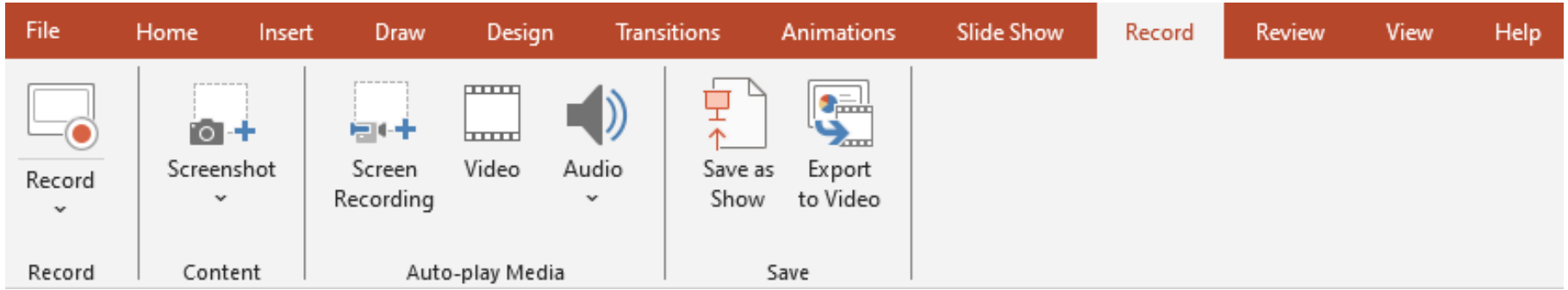
Slide Show Tab

This contains tools that control how the slide show is presented. These buttons allow you to choose how the slide show runs.



Record Tab

The PowerPoint Recording tab is useful when you want to create audio and video recordings to either add to your presentation slides, or to export them as a video.



Review Tab

Spelling: perform a spell-check on your writing.

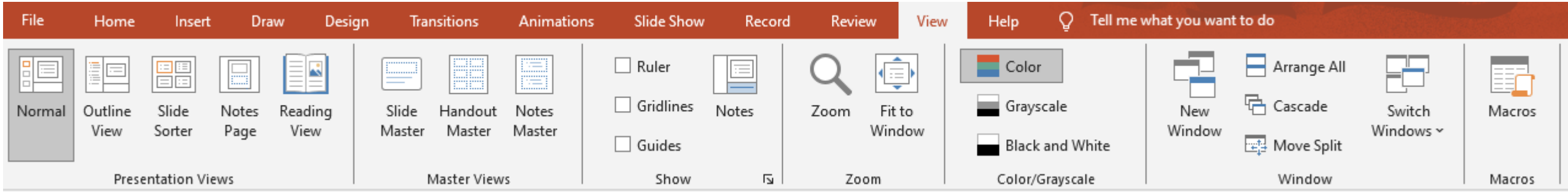
Research: look up any word in a dictionary, theseaurus, or encyclopedia.

Thesaurus: look up synonyms for any word.

Translate: look up translations for any word, in several different languages

Comment: A comment is a note that you can attach on a slide.

View Tab



The View tab has seven groups

- Presentation Views Group
- Master Views Group
- Show Group
- Zoom Group
- Color/Grayscale Group
- Window Group
- Macros Group

Presentation Views Group

Normal View

Normal view is the main editing view, where you write and design your presentation.

Outline View

This view shows your slide text in outline form. This allows you to quickly edit your slide text and view the content of multiple slides at once. You can easily create an entire presentation just by pasting your outline from Word into the Outline pane.

Slide Sorter

Slide sorter view is an exclusive view of your slides in thumbnail form. This view displays all the sides of a presentation with slide number as well as allotted time of a particular slide. You can drag and drop slides to reorder them quickly. If needed be, you can easily copy or delete the slides.

Notes Page

You can add notes to your slides from the Notes pane. Often called speaker notes, they can help you deliver or prepare for your presentation. Notes pages view produces a smaller version of the slide on the top part of a page and leaves the lower part free for notes or key points. Each slide is created on its own note page. These notes appear on a print out but do not appear on the screen during the presentation.

Slide Master View

Master Slides control the look of your entire presentation including colors, fonts, backgrounds, effects, and just about everything else. You can insert a shape or a logo on a slide master and it will show up on all your slides automatically.

Basic Operations Performed on a Presentation

- Creating a new presentation
- Designing the presentation
- Saving a new presentation
- Adding slides to the presentation
- Printing the presentation

MASTER IN COMPUER KNOWLEDGE

RI, ARI, AMIN,SFS, LI, FORESTER, FOREST GUARD

150 PRACTICE MCQ

MS POWERPOINT

CLASS - 19

Question : 1

In Microsoft PowerPoint the following is the default page setup orientation for slides in PowerPoint

A. Vertical

B. Landscape

C. Portrait

D. None of above

Ans - B

Question : 2

In Microsoft PowerPoint slide that is used to introduce a topic and set the tone for the presentation is called the

A. Table slide

B. Graph slide

C. Bullet slide

D. Title slide

Ans - D

Question : 3

In Microsoft PowerPoint you can create a new presentation by completing all of the following except

A. Clicking the new button on the standard toolbar

B. Clicking file, new

C. Clicking file open

D. Pressing Ctrl + N

An - C

Question : 4

In Microsoft PowerPoint are symbols used to identify items in a list

A. Icons

B. Markers

C. Bullets

D. Graphics

Ans - C

Question : 5

In Microsoft PowerPoint in order to see all the slides on one screen use

A. View, slide sorter

B. View, slide

C. View, master

D. View, slide show

Ans - A

Question : 6

Which view in Power Point can be used to enter Speaker Comments?

A. Normal

B. Slide Show

C. Slide Sorter

D. Notes Page view

Ans - D

Question : 7

Objects on the slide that hold text are called

A. Placeholders

B. Object holders

C. Auto layouts

D. Text holders

Ans - -A

Question : 8

What does 'apply design template' do?

A. Changes the content of the slide

B. Adds functionality to the slide

C. Changes the look of the slide without changing the content

D. None of the above

Ans - -C

Question : 9

In Microsoft PowerPoint Line spacing refers to

A. The space between the lines of text

B. The height of the line

C. The length of the line

D. (A) and (C) both

Ans - A

Question : 10

What is a slide transition?

A. Overheads

B. Letters

C. A special effect used to introduce a slide in a slide show

D. The way one slide looks

Ans - C

Question : 11

In Microsoft PowerPoint which of the following uses the spelling and grammar feature to indicate an incorrect spelling?

A. The incorrect word appears in all capital letters

B. The incorrect word has a wavy red line under it

C. The incorrect word appears italicized

D. The incorrect word appears bold

Ans - B

Question : 12

In Microsoft PowerPoint any and every command can be found on the

A. Drawing toolbar

B. Formatting toolbar

C. Standard toolbar

D. Menu bar

Ans - D

Question : 13

In Microsoft PowerPoint is a motion path

A. A type of animation entrance effect

B. A method of advancing slides

C. A method of moving items on a slide

D. All of the above

Ans - C

Question : 14

In Microsoft PowerPoint the best place to find animated images for your presentation

A. Microsoft online

B. Word clipart

C. PowerPoint tools and ins

D. All of the above

Ans - B

Question : 15

In Microsoft PowerPoint you can tell when an object is active because

A. The object is highlighted

B. Eight small sizing handles appear surrounding the text

C. A box frame appears surrounding the text

D. (B) and (C) both

Ans - A

Question : 16

In Microsoft PowerPoint you can show the shortcut menu during the slide show by

A. Clicking the shortcut button on the formatting toolbar

B. Right clicking the current slide

C. Clicking an icon on the current slide

D. (A) and (B) both

Ans - B

Question : 17

In Microsoft PowerPoint the entry effect as one slide replaces another in a show is called

A. Animation

B. Slide transition

C. Custom animation

D. Preset animation

Ans -B

Question : 18

Slide sorter of PowerPoint is available on _____ menu.

A. Insert

B. File

C. View

D. Edit

Ans - C

Question : 19

In Microsoft PowerPoint view that displays only text (title and bullets) is

A. Slide show

B. Slide sorter view

C. Notes page view

D. Outline view

Ans - D

Question : 20

How can you create a uniform appearance by adding a background image to all slides?

A. Create a template

B. Edit the slide master

C. Use the autocorrect wizard

D. All of the above

Ans - B

Question : 21

Which is the menu to create a text box on a slide?

A. View -> Text Box

B. Tools -> Text Box

C. Insert -> Text Box

D. Format -> Text Box

Ans - C

Question : 22

In Microsoft PowerPoint the following should you use if you want all the slide in the presentation to have the same “look”

A. The slide layout option

B. Add a slide option

C. Outline view

D. A presentation design template

Ans - D

Question : 23

Which file format can be added to a PowerPoint show?

A. .jpg

B. .giv

C. .wav

D.All of the above

Ans - D

Question : 24

In Microsoft PowerPoint two kind of sound effects files that can be added to the presentation are

A. .wav files and .mid files

B. .wav files and .gif files

C. .wav files and .jpg files

D. .jpg files and .gif files

Ans - A

Question : 25

In Microsoft PowerPoint in the context of animations, what is a trigger?

A. An action button that advances to the next slide

B. An item on the slide that performs an action when clicked

C. The name of a motion path

D. All of above

Ans - B

Question : 26

The quickest way to create a PowerPoint presentation is to use the

A. Word for windows templates

B. Auto creation wizard

C. Auto content wizard

D. Presentation wizard

Ans – C

Question : 27

In Microsoft PowerPoint following should be used when you want to add a slide to an existing presentation

A. File, add a new slide

B. Insert, new slide

C. File, open

D. File, new

Ans - B

Question : 28

In Microsoft PowerPoint which application view works best for adding slide transitions?

A. Slide show vie

B. Slide sorter view

C. Slide view

D. Notes view

Ans - B

Question : 29

In Microsoft PowerPoint to create a PowerPoint presentation from a template

A. Click File, New, select the presentations tab and choose a template

B. Click File, New Template and choose a template

C. Import a presentation template from PowerPoint’s template wizard

D. Click Create Template from scratch, Now

Ans - A

Question : 30

In Microsoft PowerPoint the following features should you use when typing in he notes text box

A. Slide shows

B. Insert

C. Slide master

D. Zoom

Ans - D

Question : 31

PowerPoint design templates are stored in a file with this extension.

A. .ptt

B. .pot

C. .ppt

D. .dtp

Ans - B

Question : 32

In Microsoft PowerPoint to save a presentation you

A. click save on the windows start button

B. press Ctrl + F5

C. select File, Save from the menu

D. click the saver button on the formatting toolbar

Ans - C

Question : 33

In Microsoft PowerPoint after choosing a predefine template, _____ option has to be chosen to change a background color

A. Design template

B. Color scheme

C. Animation scheme

D. Color effects

Ans - B

Question : 34

In Microsoft PowerPoint the term used when a clip art image changes the direction it faces

A. Group

B. Flip

C. Change

D. (A) and (B) both true

Ans - B

Question : 35

The spelling dialog box can be involved by choosing spelling from _____ menu.

A. Insert

B. File

C. Tools

D. View

Ans - C

Question : 36

In Microsoft PowerPoint the following is not one of PowerPoint’s views

A. Slide show view

B. Slide view

C. Presentation view

D. Outline view

Ans - C

Question : 37

In Microsoft PowerPoint the following tools enable you to add text to a slide without using the standard placeholders

A. Text box tool

B. Line tool;

C. Fill color

D. Auto shapes tool

Ans - A

Question : 38

In Microsoft PowerPoint which of the following can you use to add times to the slides in a presentation

A. Slice Show menu

B. Rehearse timing button

C. Slide transition button

D. All of the above

Ans - B

Question : 39

In Microsoft PowerPoint material consisting of text and numbers is best presented as

A. A table slide

B. A bullet slide

C. A title slide

D. All of the above

Ans – A

Question : 40

Which of the following you must first complete in order to delete an object?

A. Double click the image

B. Select the image

C. Resize the image

D. Move the image to a new location

Ans - B

Question : 41

In Microsoft PowerPoint the best view for getting your thoughts for a presentation out on the computer

A. Outline view

B. Notes page view

C. Slide sorter view

D. Slide view

Ans - A

Question : 42

Power Point presentation is a collection of _____

A. Slides and Handouts

B. Speaker’s notes

C. Outlines

D. All of the above

Ans - D

Question : 43

What is the best way to create another copy of a slide?

A. Click the slide then press Ctrl+A and paste in new slide

B. From Insert Menu choose Duplicate Slide

C. Redo everything on a new slide that you had done on previous slide

D. None of above

Ans - B

Question : 44

We can replace a font on all sides with another font using the _____ option

A. Edit, Fonts

B. Tools, Fonts

C. Tools, Replace Fonts

D. Format, Replace Fonts

Ans - D

Question : 45

The maximum zoom percentage in Microsoft PowerPoint is

A. 100

B. 200

C. 400

D. 500

Ans - C

Question : 46

Which of the following statements is not true?

A. You can type text directly into a PowerPoint slide but typing in text box is more convenient.

B. From Insert menu choose Picture and then File to insert your images into slides.

C. You can view a PowerPoint presentation in Normal, Slide Sorter or Slide Show view.

D. You can show or hide task pane from View >> Toolbars

Ans - A

Question : 47

How to change the order of Slides in Presentation?

A. On Slide Sorter View, click on the Soft Slides

B. On Slide Sorter View, click on the slide and drag to required position

C. On Slide Thumbnail view, click on the slide and drag to required position

D. Slides order cannot be changed once it created

Ans - B

Question : 48

How can you get your photo album slide show to play continuously?

A. Use random slide transition

B. Launch an online broadcast

C. Loop continuously

D. All of above

Ans - C

Question : 49

A new presentation can be created from

A. Blank Presentation

B. From Existing Presentation

C. From Design Template

D. All of above

Ans - D

Question : 50

Microsoft PowerPoint is a

A. Database program

B. Spreadsheet program

C. Presentation program

D. Word processing program

Ans - C

MASTER IN COMPUER KNOWLEDGE

RI, ICDS, ARI, AMIN,SFS, LI, FORESTER, FOREST GUARD

150 PRACTICE MCQ

MS POWERPOINT

CLASS - 20

Question : 51

Animation Schemes can be applied to _____ in the presentation.

A. All slides

B. Select slides

C. Current Slide

D. All of the above

Ans - D

Question : 52

From which menu you can access Picture, Test Box, Chart etc?

A. File

B. Edit

C. Insert

D. View

Ans - C

Question : 53

A file which contains readymade styles that can be used for a presentation is called

A. Auto style

B. Template

C. Wizard

D. Pre-formatting

Ans - B

Question : 54

_____ controls all the main slide control tasks for your presentation.

A. Task Pane

B. Task Bar

C. Control Panel

D. None of above

Ans - A

Question : 55

To place something in the same position on every slide of presentation automatically, insert into

A. Slide master

B. Notes master

C. Handout master

D. None of the above

Ans - A

Question : 56

A _____ is a pre-formatted container on a slide for content (text, graphics, or video) in MS PowerPoint.

A. Slide master

B. Table

C. Placeholder

D. Text box

Ans - C

Question : 57

Which of the following is the default page setup orientation for notes pages, outlines and handouts?

A. Vertical

B. Landscape

C. Portrait

D. None of above

Ans - C

Question : 58

What is the term used when you press and hold the left mouse key and more the mouse around the slide?

A. Highlighting

B. Dragging

C. Selecting

D. Moving

Ans - B

Question : 59

What are lines, curve, freeform, and scribble?

A. Emphasis effects that can be applied to animations

B. Types of custom motion paths

C. Predefined entrance and exit effects

D. All of the above

Ans - B

Question : 60

Which of the following can be use as slide background?

A. Gradient

B. Texture

C. Picture

D. All of the Above

Ans - D

Question : 61

The arrangement of elements such as Title and Subtitle text, pictures, tables its called

A. Layout

B. Presentation

C. Design

D. Scheme

Ans - A

Question : 62

Which PowerPoint feature allows the user to create a simple presentation without having to spend too much time on it?

A. AutoContent Wizard

B. Animation

C. Color Schemes

D. Chart Wizard

Ans - A

Question : 63

What happens if you select first and second slide and then click on New Slide button on toolbar?

A. A new slide is inserted as first slide in presentation

B. A new slide is inserted as second slide in presentation

C. A new slide is inserted as third slide in presentation

D. None of above

Ans - C

Question : 64

To create a PowerPoint presentation from a template

A. Click File, New, select the presentations tab and choose a template

B. Click File, New Template and choose a template

C. Import a presentation template from PowerPoint’s template wizard

D. Click Create Template from scratch, Now

Ans - A

Question : 65

Which command will you use in PowerPoint if you need to change the color of different objects without changing content?

A. Design Template

B. Color Scheme

C. Font Color

D. Object Color

Ans - B

Question : 66

When you delete a text box object from a slide in PowerPoint Presentation

A. The object is deleted but text box and the text inside is left on the slide

B. The text box is deleted and the text is pasted on the slide

C. The text box and text both are deleted

D. None of above

Ans - C

Question : 67

What is the use of Researching Timings?

A. This option allows you to rearrange slides

B. This option allows you to set the time of animations

C. This option allows you to rehearsal of slide presentation

D. There is no such option in PowerPoint

Ans - B

Question : 68

Which option can be used to set custom timings for slides in a presentation?

A. Slider Timings

B. Slider Timer

C. Rehearsal

D. Slide Show Setup

Ans - C

Question : 69

Which of the following tool enables you to add text to a slide without using the standard placeholders?

A. Text tool box

B. Line tool

C. Drawing tool

D. Auto shapes tool

Ans - A

Question : 70

The toolbars that are displayed by default in the PowerPoint window includes

A. Menu bar, standard toolbar, formatting toolbar, drawing toolbar

B. Menu bar, standard toolbar, formatting toolbar, drawing toolbar, status bar

C. Standard toolbar, formatting toolbar, drawing toolbar, status bar

D. Menu bar, standard toolbar, status bar, drawing toolbar

Ans - B

Question : 71

The Microsoft clip gallery allows you to

A. Add word art images to a slide

B. Spell check your presentation

C. Add clip art images to a slide or slides

D. Add slides to a presentation

Ans - C

Question : 72

Which option is used to insert the related hints of a slide?

A. Note Master

B. Presentation Master

C. Slide Master

D. Hints Master

Ans - A

Question : 73

The default extension for a presentation prepared in powerpoint contained in MS Office latest version _____.

A. .docx

B. .xlsx

C. .pptx

D. .mdbx

Ans - C

Question : 74

In Powerpoint, font for presentation may be chosen from _____ menu.

A. Design>Themes

B. Home>Font

C. Home>Slides

D. Home>Paragraph

Ans - B

Question : 75

In PowerPoint, proofing, language, comments and comparison of 2 slide shows can be accomplished using _____ menu.

A. Review

B. View

C. Slide show

D. Animations

Ans – A

Question : 76

To make effective presentation, minimize text and maximize _____.

A. images

B. graphs

C. videos

D. all of them

Ans – D

Question : 77

Which of the following is called as page to create a presentation in PowerPoint?

A. Sheet

B. Slide

C. Paper

D. None of the above

Ans - B

Question : 78

Which view is shown in the presentation of slides in a conference?

A. Slide sorter view

B. slide view

C. slide show view

D. outline view

Ans - C

Question : 79

Every presentation contains_____

A. Title slide

B. Speaker’s notes

C. Audience Handouts

D. All of these

Ans - D

Question : 80

To use the exact same font type, size and colour in the title of all the slides in a Power Point presentation, you will

A. Use Slide Sorter.

B. Use File Master.

C. Use Format brush and make titles identical

D. Use Slide Master

Ans - D

Question : 81

What PowerPoint feature will you use to apply motion effects to different objects of a slide?

A. Slide Transition

B. Slide Design

C. Animation Objects

D. Animation Scheme

Ans - D

Question : 82

If you want to insert some slides from other presentation into current one choose

A. from insert menu choose slides from files

B. from insert menu choose slides from presentation

C. from inset menu choose slides

D. None of these

Ans - A

Question : 83

To insert slide numbers

A. insert a text box and select insert > page number

B. insert a text box and select insert > number > page number

C. choose insert > slide number

D. insert a new text box and select insert > slide number

Ans - D

Question : 84

Auto clipart is a feature that

A. Automatically places clipart in your presentation

B. Scans your presentation for incorrect spelling in your words on each slide

C. Scan your presentation for incorrect spelling in Word Arts objects

D. All of these

Ans - D

Question : 85

What is the best place to fine animated images for your PowerPoint presentation?

A. Microsoft online

B. Word clipart

C. PowerPoint tools

D. All of these

Ans - B

Question : 86

Which of the following is correct regarding the Background of slides

A. Background colour of slides can be change

B. Picture can be set as Slide Background

C. Texture can be set as Slide Background

D. All of the Above

Ans - D

Question : 87

_____ are advanced features that can speed up editing or formatting you may perform often in a PowerPoint document.

A. Color

B. Font

C. Macros

D. All of these

Ans - C

Question : 88

If you have a PowerPoint show you created and want to send using email to another teacher you can add the show to your email message as a (an)

A. Inclusion

B. Attachment

C. Reply

D. Forward

Ans - B

Question : 89

To add a header or footer to your handout, you can use

A. The title master

B. The slide master

C. The handout master

D. All of above

Ans - C

Question : 90

PowerPoint helps to create a mix of _____to make the presentation lively and interesting.

A. audio/video

B. text/ table/ lists

C. images/ graphs

D. all of them

Ans - D

Question : 91

In which bar we can see the current position of the slide?

A. Ribbon

B. Title bar

C. Status bar

D. View option bar

Ans - C

Question : 92

Which of the following views is the best view to use when setting transition effects for all slides in a presentation?

A. Slide sorter view

B. Notes pages view

C. Slide view

D. Outline view

Ans - A

Question : 93

Which of the following section does not exist in a slide layout?

A. Titles

B. Lists

C. Charts

D. Animations

Ans - D

Question : 94

Which of these features should one use when we want to type in the text box for notes?

A. Insert

B. Slide shows

C. Zoom

D. Slide master

Ans - C

Question : 95

_____ allows you to create a new presentation and open an existing presentation.

A. Placeholder

B. Task pane

C. Outline pane

D. Slide pane

Ans - B

Question : 96

In power point, Themes could be found under

A. Transition tab

B. Design tab

C. Insert tab

D. Animation tab

Ans - B

Question : 97

The minimum zoom size in MS PowerPoint is ____

A. 0%

B. 10%

C. 30%

D. 100%

Ans - B

Question : 98

Which term is related with decorative text?

A. Cross- reference

B. Hyperlink

C. Clipart

D. WordArt

Ans - D

Question : 99

PowerPoint presentation are widely used as

A. Note outlines for teachers

B. Project presentations by students

C. Communication of planning

D. All of these

Ans - D

Question : 100

The command to open power point from command line is _____ .

A. powerpnt

B. power

C. powerpoint

D. msppt

Ans - A

MASTER IN COMPUER KNOWLEDGE

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50 SHORTCUT KEY RAPID FIRE

MS POWERPOINT

CLASS - 21

Question : 1

Which command brings you to the first slide in your presentation?

A. Next slide button

B. Page up

C. Ctrl + Home

D. Ctrl + End

Ans - C

Question : 2

In Microsoft PowerPoint to insert a new slide in the current presentation, we can choose

A. Ctrl + M

B. Ctrl + N

C. Ctrl + O

D. Ctrl + F

Ans - A

Question : 3

In Microsoft PowerPoint the key on the keyboard can be used to view slide show

A. F1

B. F2

C. F5

D. F10

Ans - C

Question : 4

Which of the following feature allows you to select more than one slide in slide sorter view?

A. Alt + Click each slide

B. Shift + drag each slide

C. Shift + Click each slide

D. Ctrl + Click each slide

Ans - D

Question : 5

To insert a hyperlink in a slide

A. Press Ctrl + I

B. Press Ctrl + K

C. Hyperlinks can't be inserted in slides

D. Press Ctrl + H

Ans - B

Question : 6

What is the shortcut key to start presentation from current slide?

A. F5

B. Alt + F5

C. Ctrl + F5

D. Shift + F5

Ans - D

Question : 7

Which key do you press to check spelling?

A. F3

B. F5

C. F7

D. F9

Ans - C

Question : 8

To print the PowerPoint presentation, press

A. Ctrl + T

B. Ctrl + E

C. Ctrl + S

D. Ctrl + P

Ans - D

Question : 9

Which shortcut key is used to create new presentation in PowerPoint?

A. Ctrl + P

B. Ctrl + N

C. Ctrl + M

D. Ctrl + X

Ans - B

Question : 10

To centre the selected text, the shortcut key is ____

A. Ctrl+ C

B. Ctrl+ E

C. Ctrl+ O

D. Ctrl+ U

Ans - B

Question : 11

To delete the selected text press

A. Delete

B. Ctrl

C. Home

D. Alt

Ans - A

Question : 12

Press _____ to delete one word to the right.

A. Ctrl + Delete

B. Ctrl + Enter

C. Ctrl + Tab

D. Ctrl + Backspace

Ans - A

Question : 13

Press ____ to delete one character to the left.

A. Space

B. Backspace

C. Enter

D. Delete

Ans - B

Question : 14

Press _____ to delete one words to the left.

A. Ctrl + Backspace

B. Ctrl + Space

C. Ctrl + Enter

D. Ctrl + Tab

Ans - A

Question : 15

To make the selected text underline, the shortcut key is

A. Ctrl + I

B. Ctrl + U

C. Ctrl + K

D. Ctrl + Alt + K

Ans - B

Question : 16

Press ___ to delete one character to the right.

A. Space

B. Backspace

C. Enter

D. Delete

Ans - D

Question : 17

To align left the selected text, the shortcut key is

A. Ctrl + R

B. Ctrl + L

C. Ctrl + U

D. Ctrl + J

Ans - B

Question : 18

To align right the selected text, the shortcut key is

A. Ctrl + R

B. Ctrl + J

C. Ctrl + U

D. Ctrl + L

Ans - A

Question : 19

To justify the selected text, the shortcut key is

A. Ctrl + I

B. Ctrl + J

C. Ctrl + U

D. Ctrl + L

Ans - B

Question : 20

To open the existing presentation, press

A. Ctrl + L

B. Ctrl + N

C. Ctrl + A

D. Ctrl + O

Ans - D

Question : 21

Which shortcut is used to select all the slides?

A. Alt + A

B. Shift + A

C. Ctrl + A

D. F2

Ans - C

Question : 22

Which shortcut key is used to apply the superscript formatting?

A. Ctrl + A

B. Alt + =

C. Ctrl + =

D. Ctrl +Shift + =

Ans - D

Question : 23

Which shortcut key is used to apply the subscript formatting?

A. Shift + =

B. Ctrl + A

C. Alt + =

D. Ctrl + =

Ans - D

Question : 24

In Microsoft PowerPoint which shortcut key is used to redo an action?

A. Ctrl + X

B. Ctrl + Z

C. Ctrl + A

D. Ctrl + Y

Ans - D

Question : 25

In MS PowerPoint which shortcut key is used to activate the pen tool during the slideshow?

A. Alt + T

B. Ctrl + P

C. Alt + P

D. Ctrl + T

Ans - B

Question : 26

Which shortcut is used to open the all slides dialog box during the slideshow?

A. F5

B. Ctrl + S

C. F1

D. Ctrl + A

Ans - B

Question : 27

In MS PowerPoint which shortcut key is used to duplicate the selected slide?

A. Ctrl + T

B. Ctrl + D

C. Ctrl + C

D. Alt + D

Ans - B

Question : 28

Which shortcut key is used to go to the last slide in PowerPoint presentation?

A. Home

B. Tab

C. End

D. Ctrl + Home

Ans - C

Question : 29

Which of the following shortcut key is used to change the case of the selected text?

A. Shift + F4

B. Shift + F1

C. Shift + F2

D. Shift + F3

Ans - D

Question : 30

In PowerPoint which shortcut is used to paste the highlighted text?

A. Ctrl + A

B. Ctrl + Z

C. Ctrl + V

D. Ctrl + C

Ans - C

Question : 31

In Microsoft PowerPoint which key is used to open the animations tab?

A. Ctrl + A

B. Alt + A

C. Ctrl + B

D. Ctrl + X

Ans - B

Question : 32

In MS PowerPoint which key is used to open the review tab?

A. Ctrl + S

B. Ctrl + R

C. Alt + R

D. Ctrl + B

Ans - C

Question : 33

In PowerPoint which shortcut key is used to open the transitions tab?

A. Ctrl + C

B. Alt + K

C. Ctrl + X

D. Alt + T

Ans - B

Question : 34

Which key is used to open the slide show tab in MS PowerPoint ?

A. Ctrl + B

B. Ctrl + S

C. Ctrl + C

D. Alt + S

Ans - D

Question : 35

In MS PowerPoint which shortcut key is used to open the view tab?

A. Ctrl + V

B. Alt + W

C. Ctrl + W

D. Alt + V

Ans - B

Question : 36

Alt + _____ is used to open the file tab menu in PowerPoint?

A. F1

B. O

C. F

D. F2

Ans - C

Question : 37

In PowerPoint which shortcut is used to copy the highlighted text?

A. Ctrl + C

B. Ctrl + V

C. Ctrl + A

D. Ctrl + Z

Ans - C

Question : 38

In PowerPoint which shortcut is used to paste the highlighted text?

A. Ctrl + A

B. Ctrl + Z

C. Ctrl + V

D. Ctrl + C

Ans - C

Question : 39

Which shortcut is used to bold the selected text in PowerPoint?

A. Ctrl + B

B. Ctrl + C

C. Ctrl + A

D. Ctrl + O

Ans - A

Question : 40

In Microsoft PowerPoint which shortcut is used to undo an action?

A. Ctrl + Z

B. Ctrl + Y

C. Ctrl + S

D. Ctrl + X

Ans - A

Question : 41

Which shortcut key is used to go to the next slide in PowerPoint presentation?

A. PageDown

B. Tab

C. Home

D. PageUp

Ans - A

Question : 42

In PowerPoint which shortcut key is used to open the print preview window?

A. Ctrl + F2

B. Ctrl + R

C. Ctrl + O

D. Ctrl + F3

Ans - A

Question : 43

Which shortcut is used to show or hide the ribbon in PowerPoint?

A. ALT + F1

B. Ctrl + F3

C. Ctrl + F2

D. Ctrl + F1

Ans - D

Question : 44

Ctrl + _____ is used to open the find menu in MS PowerPoint?

A. F1

B. F

C. F2

D. H

Ans - B

Question : 45

Which shortcut key is used to cut the selected text or slide?

A. Ctrl + V

B. Ctrl + A

C. Ctrl + X

D. Ctrl + B

Ans - C

Question : 46

Which of the following key is used for Help in PowerPoint?

A. F4

B. F2

C. F3

D. F1

Ans - D

Question : 47

_____ shortcut is used to open the save as dialog box in Microsoft PowerPoint?

A. Ctrl + S

B. Ctrl + F

C. F11

D. F12

Ans - D

Question : 48

Which key is used with CTRL to close the presentation?

A. S

B. O

C. A

D. Q

Ans – D

Question : 49

Which of the following key close a presentation in PowerPoint?

A. Ctrl+ C

B. Alt+ S

C. Ctrl+ O

D. Ctrl+ W

Ans - D

Question : 50

Which shortcut key is used to end the slideshow?

A. Home

B. Ctrl + E

C. Ctrl + End

D. Esc

Ans - D

MASTER IN COMPUER KNOWLEDGE

RI, ICDS, ARI, AMIN,SFS, LI, FORESTER, FOREST GUARD

TOPIC - MS EXCEL

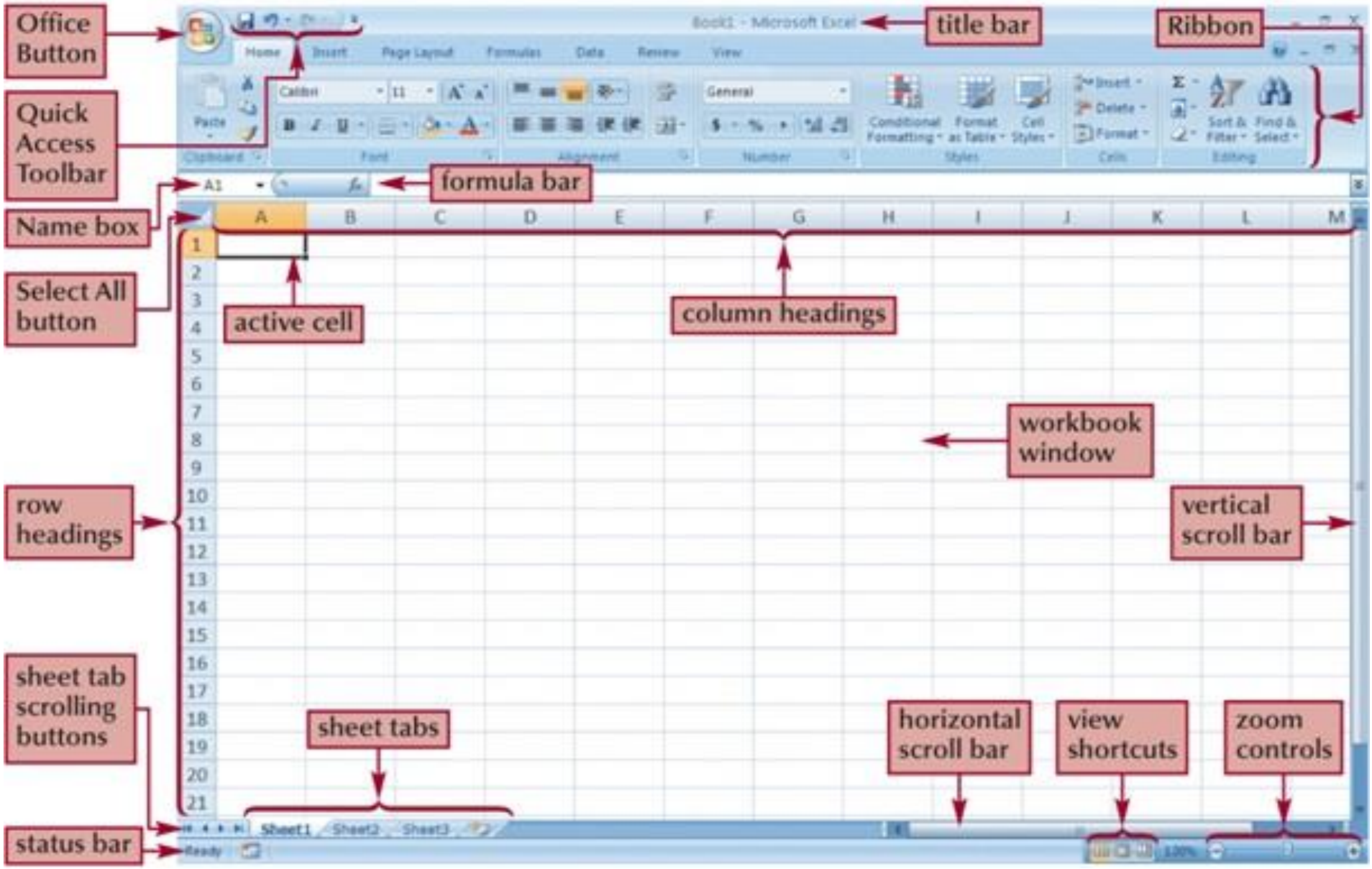
CLASS - 22

MS EXCEL

Microsoft Excel is an electronic spreadsheet. You can use it to organize your data into rows and columns. You can also use it to perform mathematical calculations quickly. In MS Excel one can record data in the form of tables.

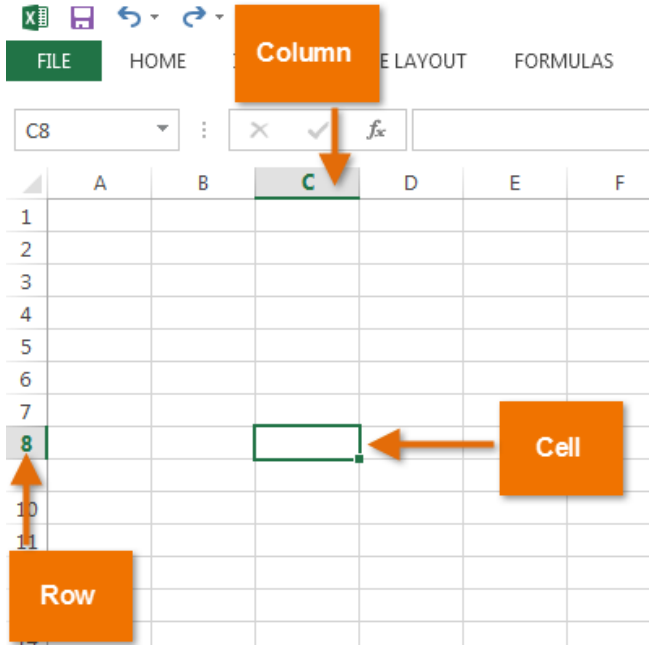
How can we start MS Excel?

Click on Start -> Then All Programs -> Next step is to click on MS Office ->Then finally, choose the MS-Excel option.


Office Button
Quick Access Toolbar
Name box
Select All button
row headings
sheet tab scrolling buttons
status bar
title bar
Ribbon
formula bar
active cell
column headings
workbook window
vertical scroll bar
sheet tabs
horizontal scroll bar
view shortcuts
zoom controls
Book1 - Microsoft Excel
Home
Insert
Page Layout
Formulas
Data
Review
View
A1
Sheet1
Sheet2
Sheet3
Ready

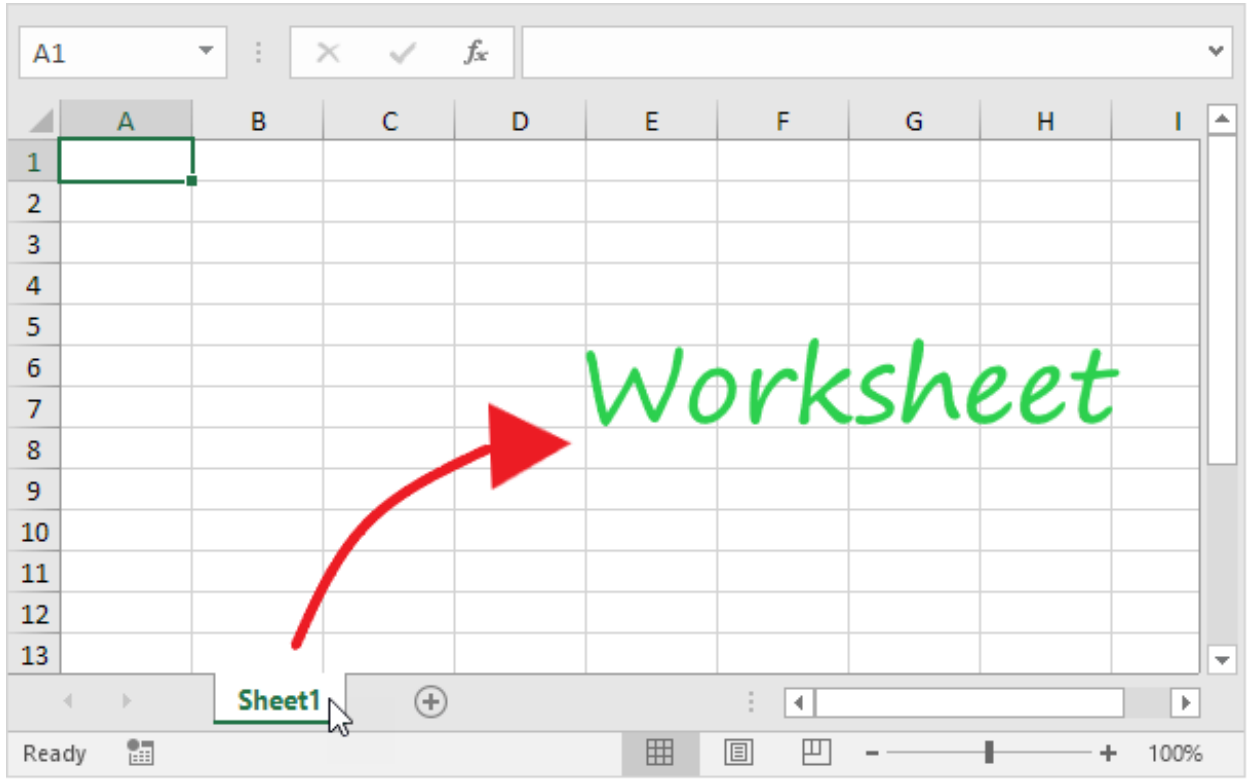
Cell

A cell is a smallest but most powerful part of a spreadsheet. You can enter your data into a cell either by typing or by copy-paste. Data can be a text, a number, or a date. You can also customize it by changing its size, font color, background color etc. Every cell is identified by its cell address, cell address contains its column number and row number (If a cell is on 11th row and on column A, then its address will be A11).



Worksheet

A worksheet is made up of individual cells which can contain a value, a formula, or text. It also has an invisible draw layer, which holds charts, images, and diagrams. Each worksheet in a workbook is accessible by clicking the tab at the bottom of the workbook window.

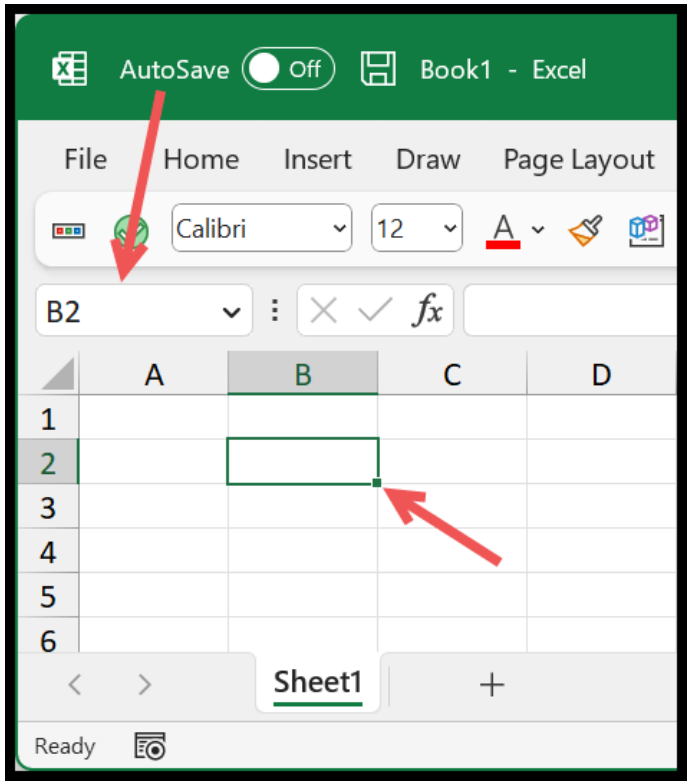


Workbook

A workbook is a separate file just like every other application has. Each workbook contains one or more worksheets. You can also say that a workbook is a collection of multiple worksheets or can be a single worksheet. You can add or delete worksheets, hide them within the workbook without deleting them, and change the order of your worksheets within the workbook.

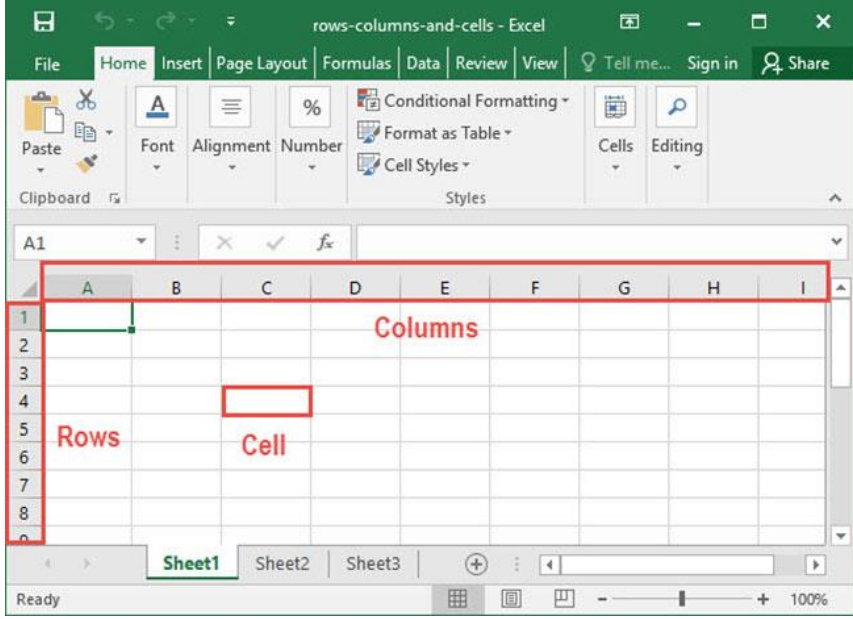
Active Cell

A cell which is currently selected. It will be highlighted by a rectangular box and its address will be shown in the address bar. You can activate a cell by clicking on it or by using your arrow buttons. To edit a cell, you double-click on it or use F2 to as well.



Columns

A column is a vertical set of cells. A single worksheet contains 16,384 total columns. Every column has its own alphabet for identity, from A to XFD. You can select a column clicking on its header.



Rows

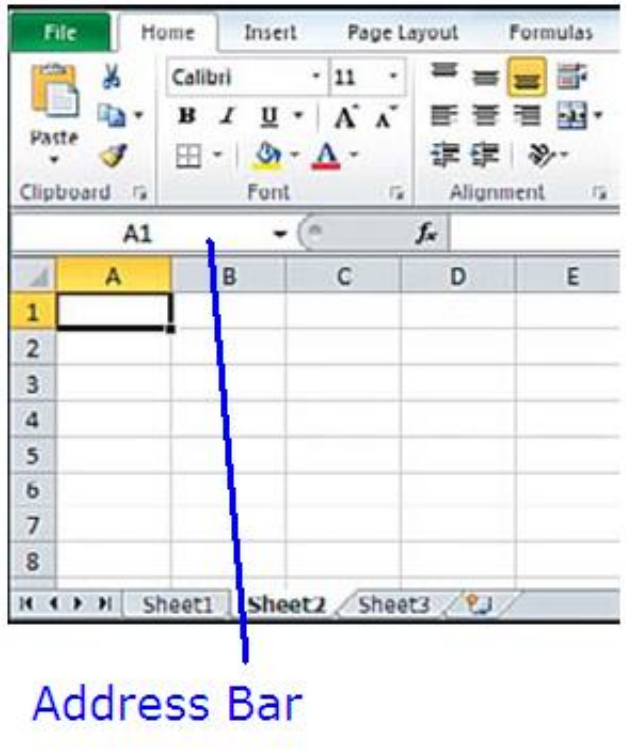
A row is a horizontal set of cells. A single worksheet contains 10,48,576 total rows. Every row has its own number for identity, starting from 1 to 1048576. You can select a row clicking on the row number marked on the left side of the window.

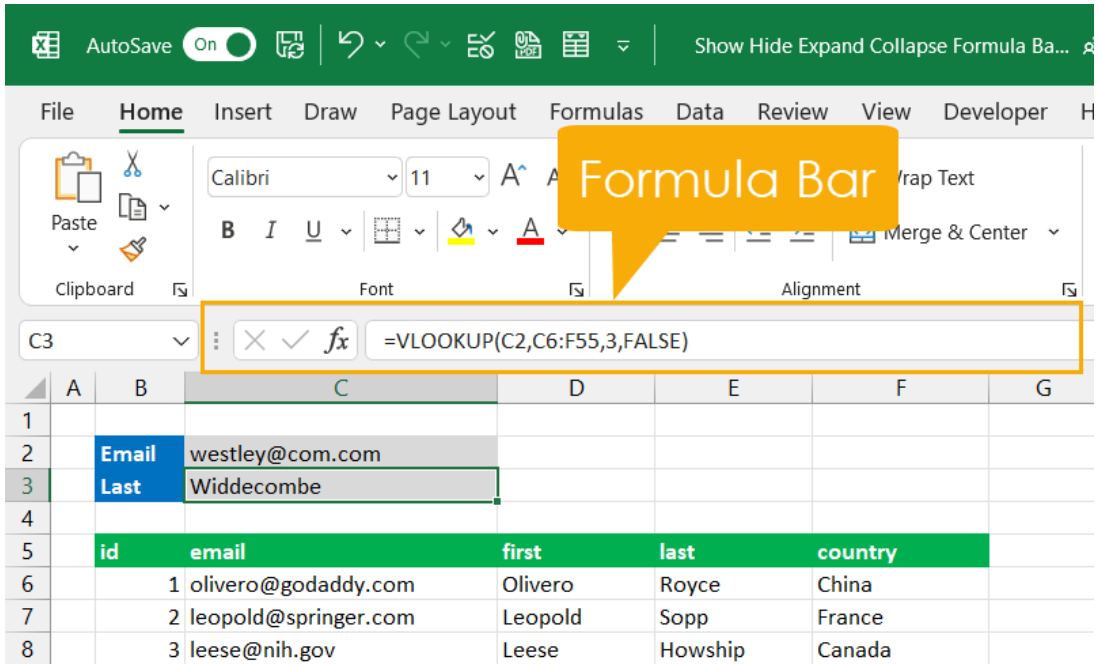
Address Bar

It shows the address of the active cell. If you have selected more than one cell, then it will show the address of the first cell in the range.

Formula Bar

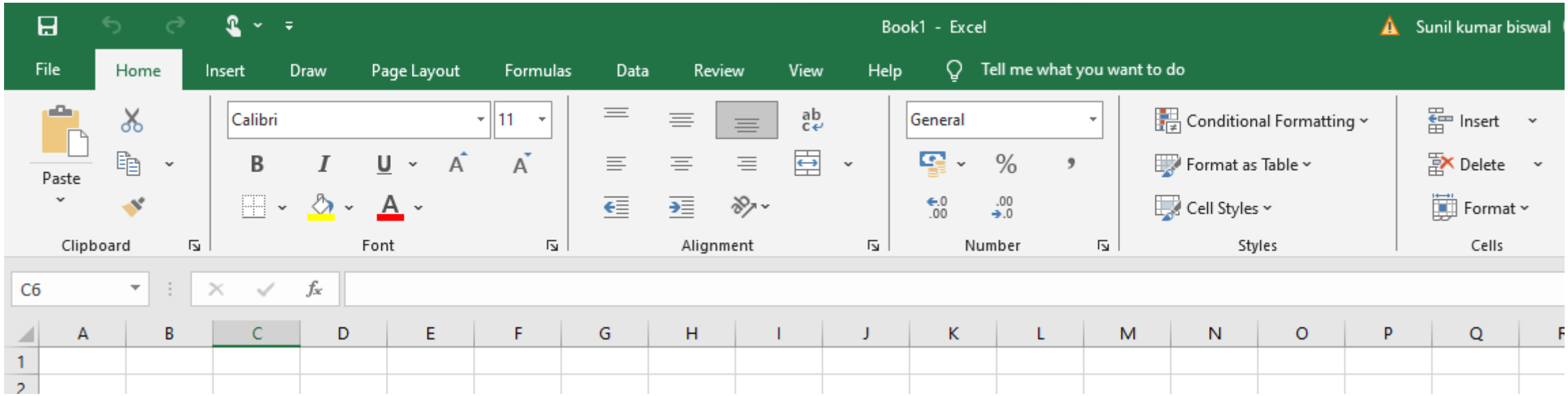
The formula bar is an input bar, below the ribbon. It shows the content of the active cell and you can also use it to enter a formula in a cell.





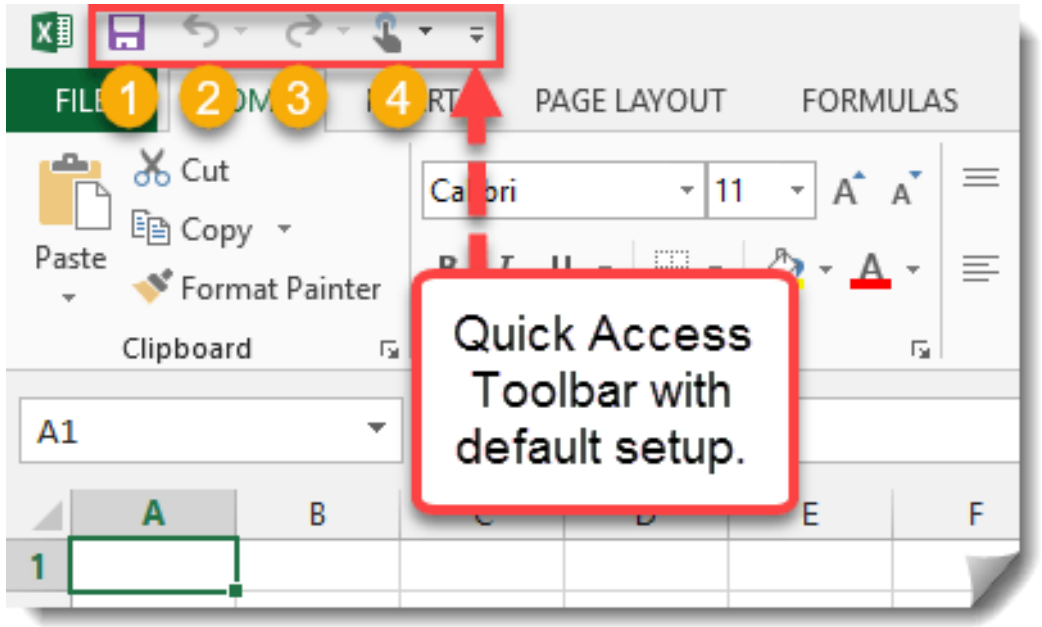
Title Bar

The title bar will show the name of your workbook. They are represent by Book1,Book2,Book3,…….



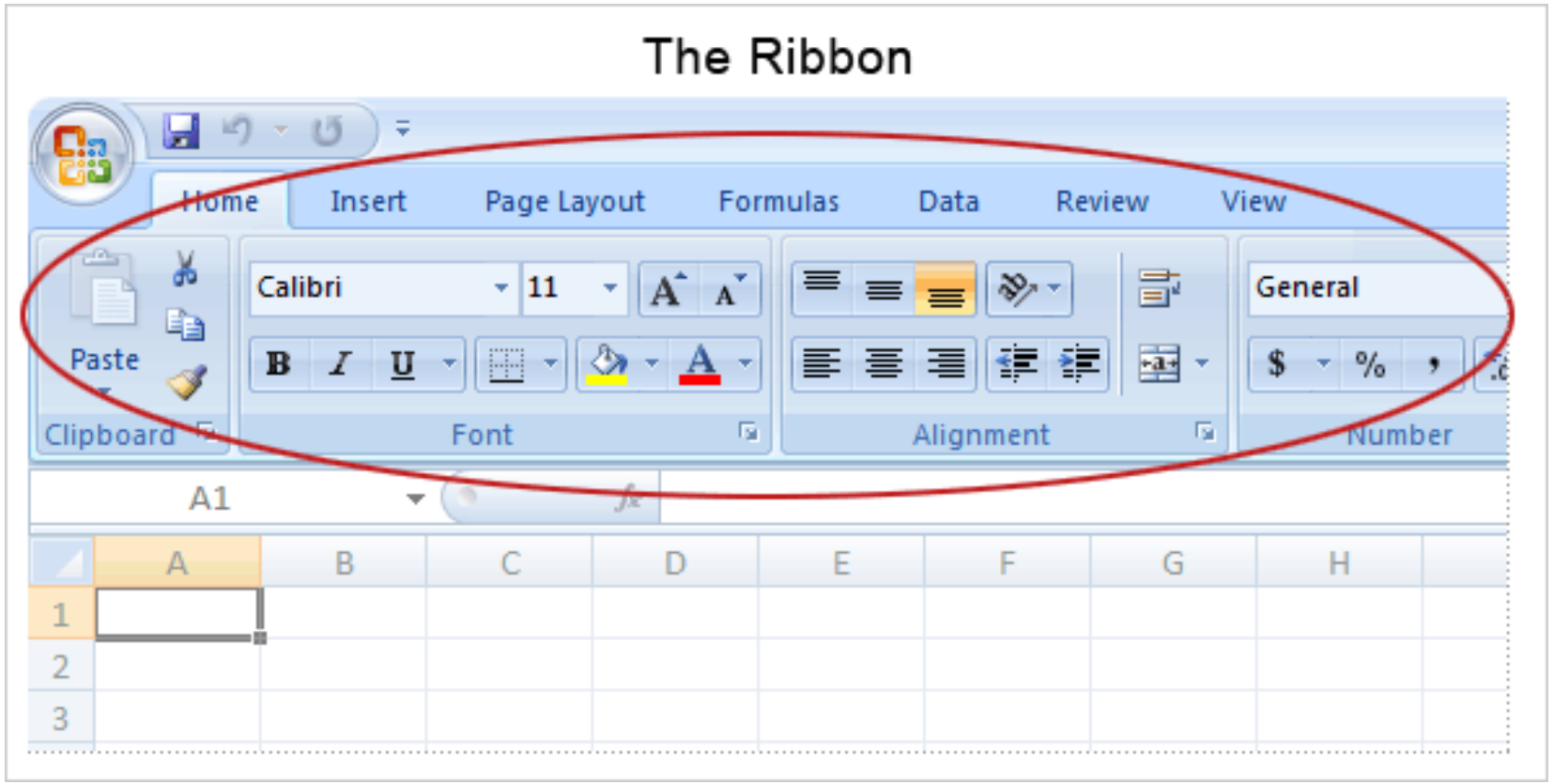
Quick Access Toolbar

A toolbar to quickly access the options which you frequently use. You can add your favorite options by adding new options to quick access toolbar.



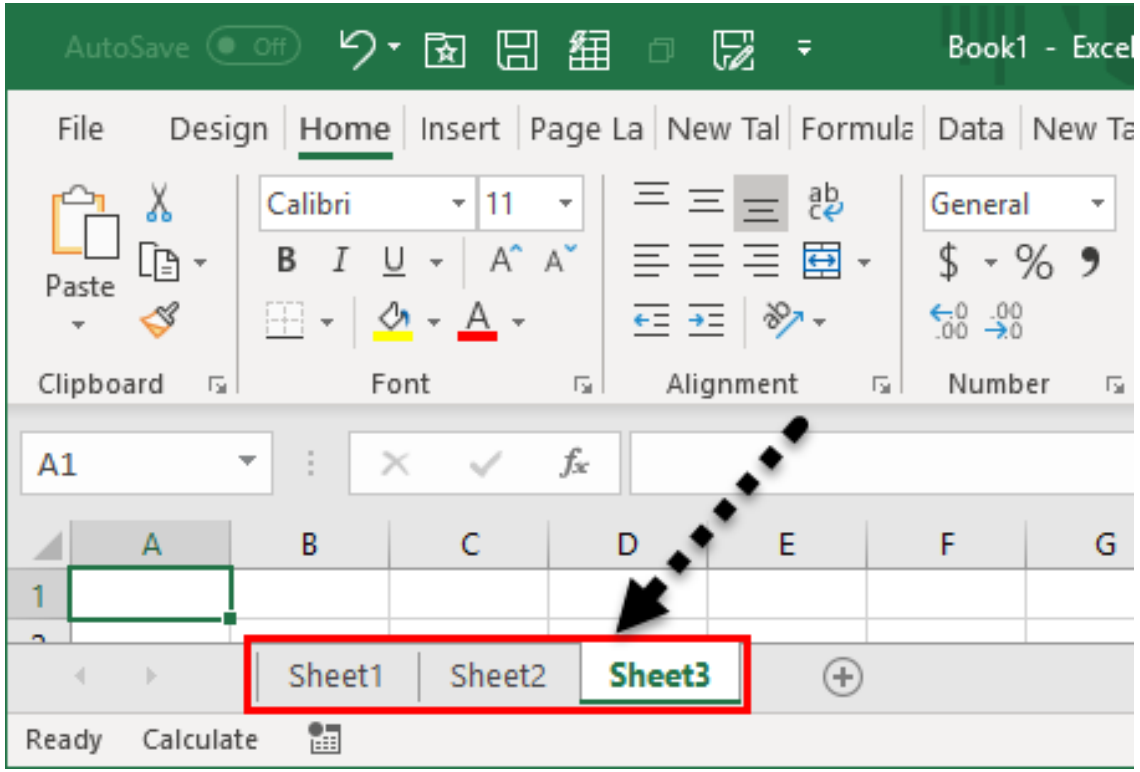
Ribbon Tab

Starting from the Microsoft Excel, all the options menus are replaced with the ribbons. Ribbon tabs are the bunch of specific option group which further contains the option.



Worksheet Tab

This tab shows all the worksheets which are present in the workbook. By default you will see, one worksheet in your new workbook with the name of Sheet1.

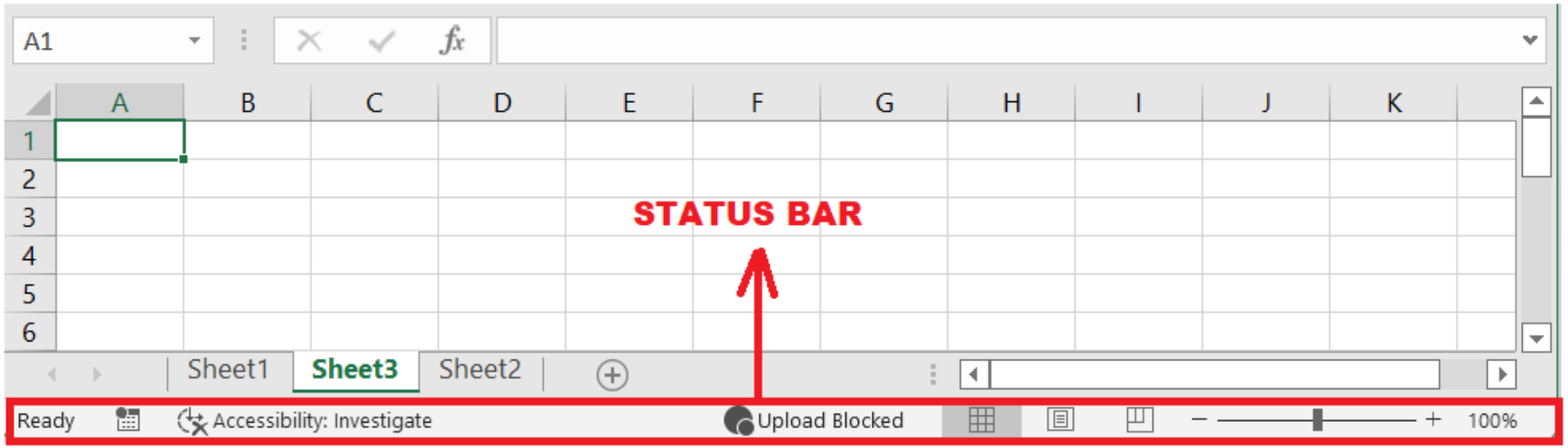


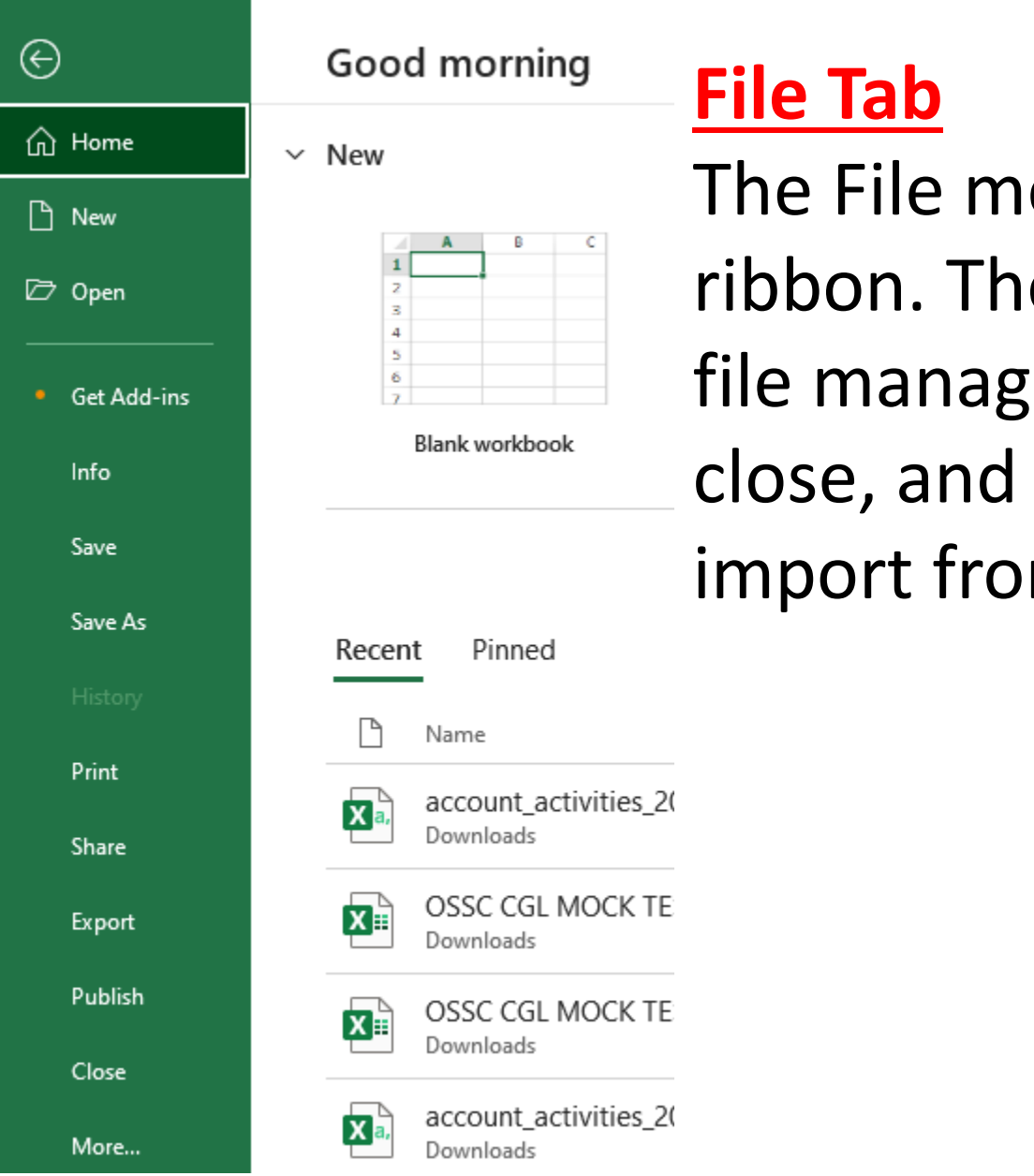
Status Bar

Excel Status Bar is a horizontal bar at the bottom of the worksheet window. It serves as an informational hub, displaying important details about the current status of your spreadsheet and providing quick access to various Excel features.

Zoom Dialog Box

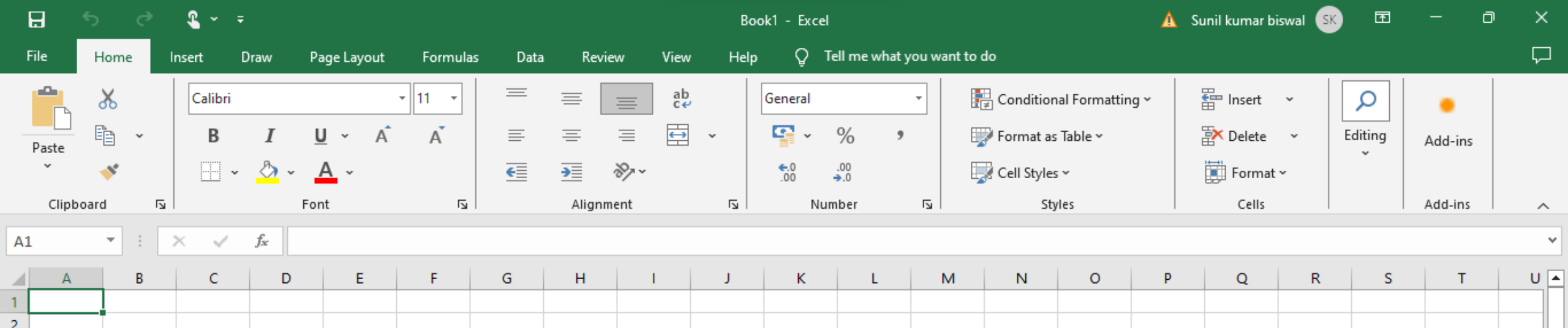
Range - (Minimum - 10% , Maximum - 400%)





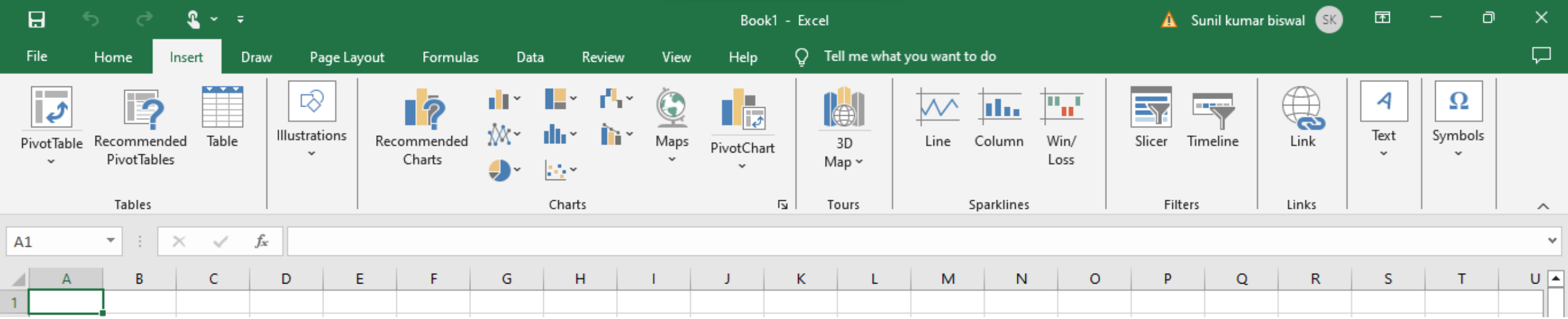
File Tab

The File menu is the leftmost item in the Excel ribbon. The File ribbon items enable you to perform file management functions, including open, save, close, and print. You also use the File menu to import from external sources into Excel.



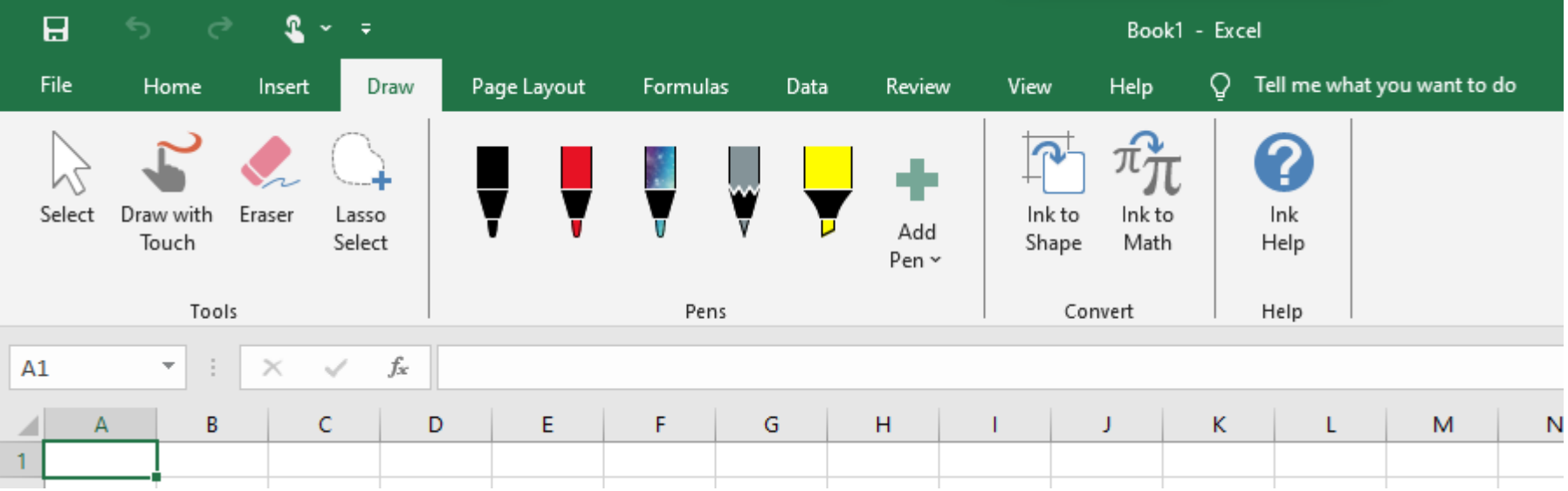
Home Tab

The Home tab is the default tab in Microsoft Excel. It has some groups of related commands; Clipboard, Font, Paragraph, Styles and Editing. It helps you change document settings like font size, adding bullets, adjusting styles and many other common features.



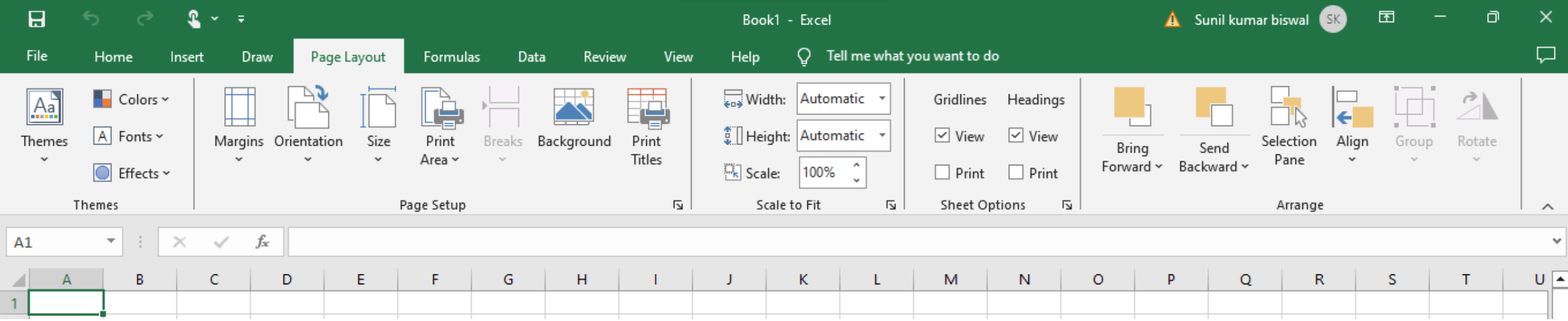
Insert Tab

It contains Tables, Charts, Tours, Sparklines, Filters, Links, Text, and Symbols groups.



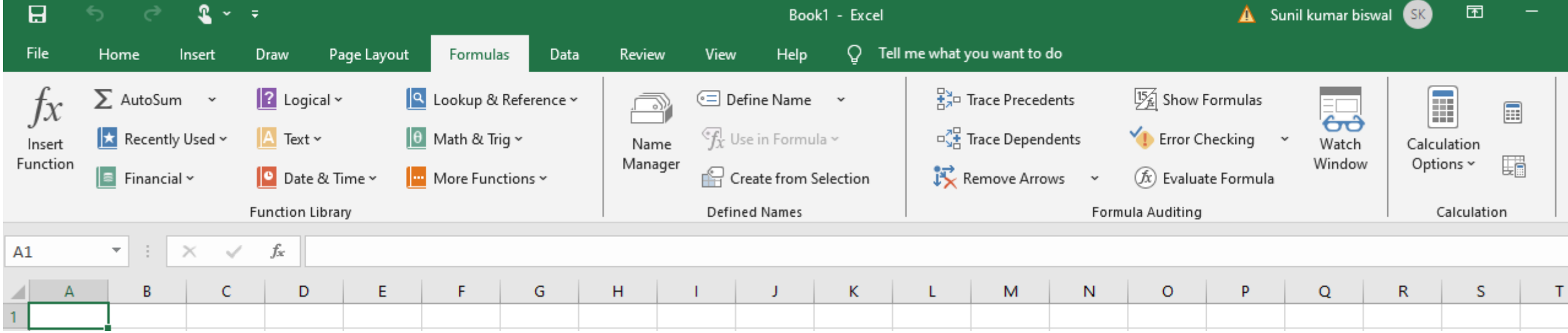
Draw Tab

The Draw tab offers three types of drawing textures: pen, pencil, and highlighter, each with a different look. To choose one, simply click it and you're ready to start drawing.



Page Layout Tab

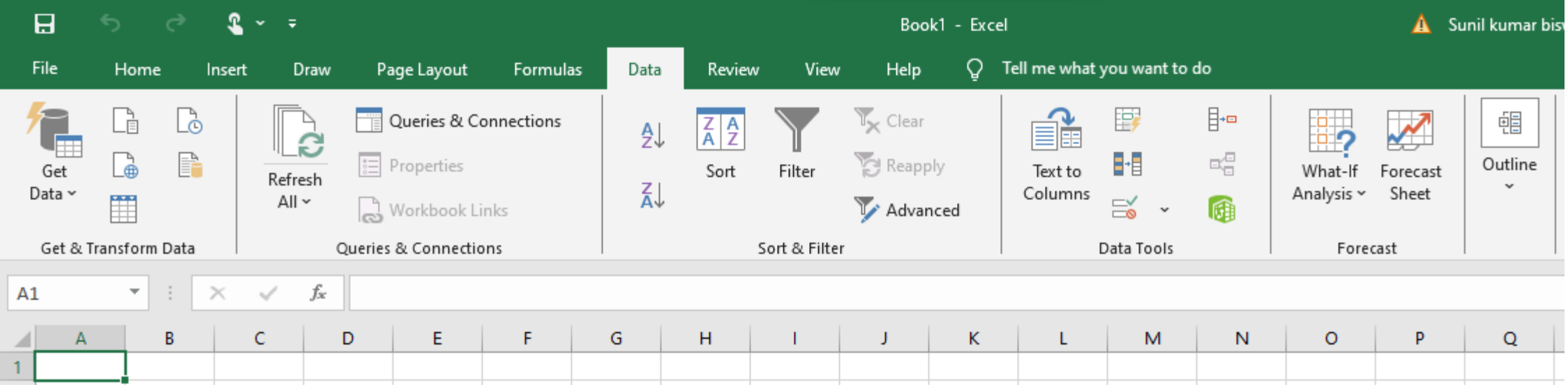
Page Layout is used to describe the group of commands that control how a spreadsheet will appear when printed. You can set margins, apply themes, manage page orientation and size, add sections and line breaks, show line numbers. It contains Themes, Page Setup, Scale to fit, Sheet Options, Arrange.



Formula Tab

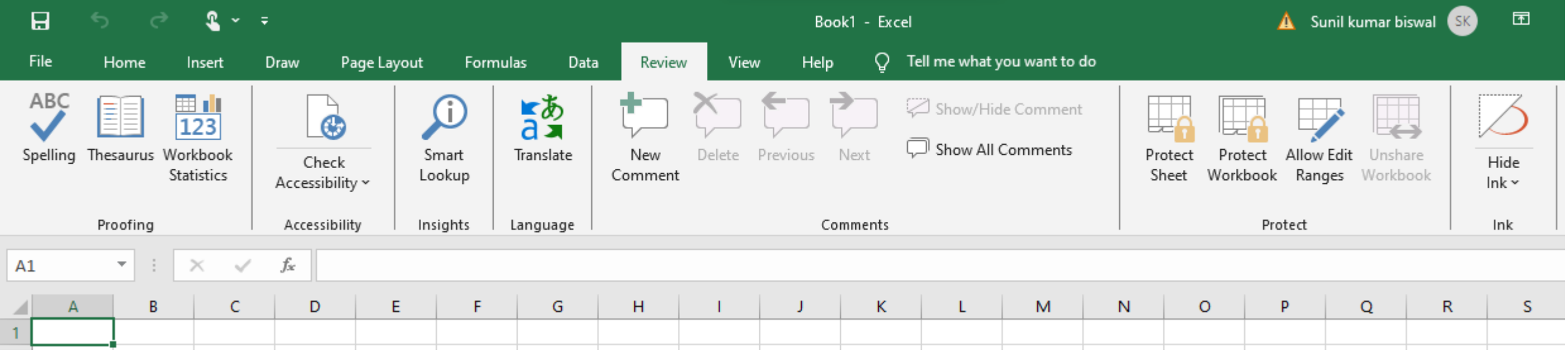
We use the Formula tab to insert functions, define names, create name ranges, review formulas. In ribbon, Formulas tab has very important and most useful functions to make dynamic reports.

- Function Library
- Defined Names
- Formula Auditing
- Calculations



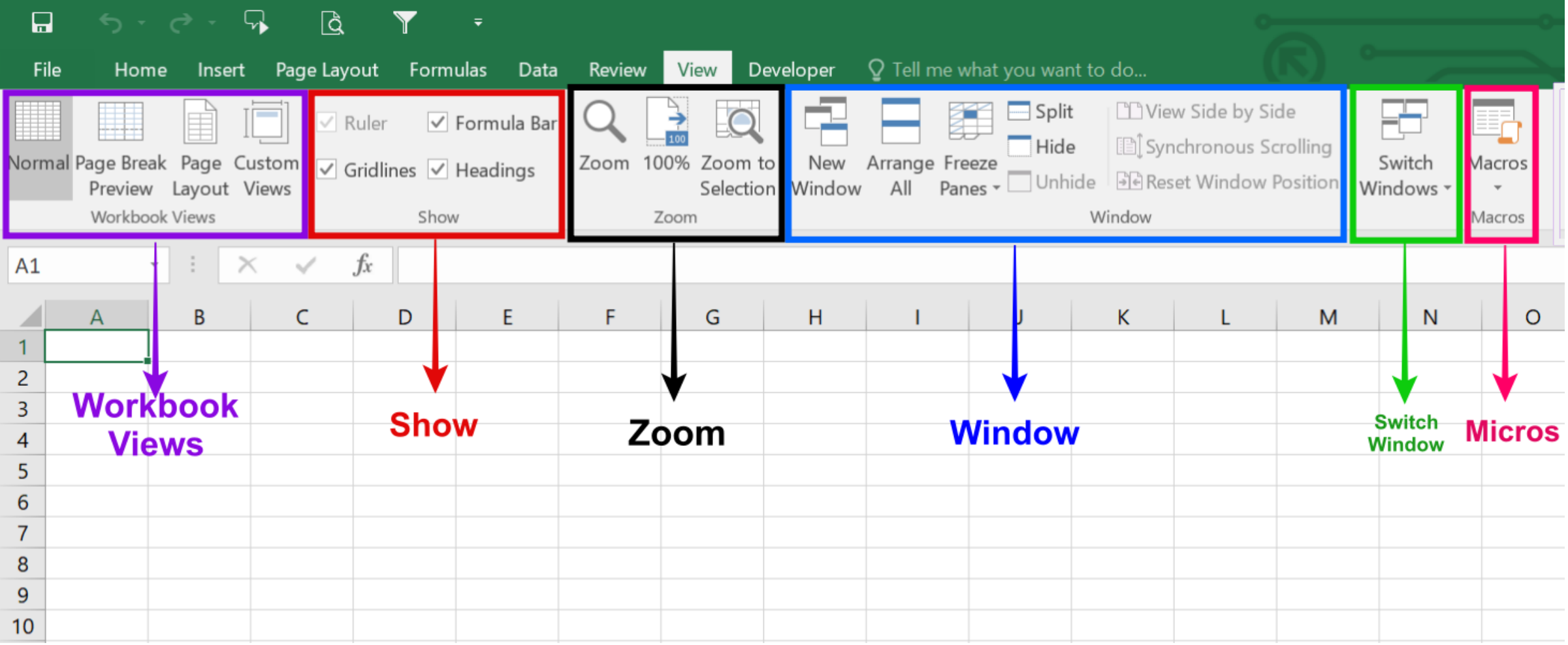
Data Tab

The data tab contains options mainly for filtering, sorting, and manipulating data. It has options for importing external data. Get External Data: This option is used to import external data from various sources like Access, Web, Text, SQL Server, XML, etc.



Review Tab

The review tab contains tools mainly for spell checking, thesaurus, sharing, protecting, and tracking changes in Excel Worksheets.



View Tab

The View tab in Microsoft Excel provides various options to customize how you view and interact with your spreadsheets.

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MS EXCEL

CLASS - 23

Question : 1

What is the extension file excel 2007 and above ?

A. .xls

B. .excel

C. .xlsx

D. .xcl

Ans - C

Question : 2

Worksheet is also called an array of ____.

A. column

B. cells

C. box

D. formula

Ans - B

Question : 3

Which bar lies top of the window in Excel Screen?

A. Status Bar

B. Ruler

C. Title Bar

D. Scroll Bar

Ans - C

Question : 4

How rows are numbered in MS Excel?

A. Alphabetically

B. Numerically

C. Alphanumerically

D. Special characters

Ans - B

Question : 5

How Cells are named in MS Excel?

A. Alphabetically

B. Numerically

C. Alphanumerically

D. Special Character

Ans - C

Question : 6

Which symbol is used to excute formulas in MS Excel?

A. =

B. $

C. #

D. &

Ans - A

Question : 7

Microsoft Excel is a powerful____

A. word processing package

B. spreadsheet package

C. communication s/w package

D. DBMS Package

Ans - B

Question : 8

The intersection of a row and column in MS Excel is called _____ .

A. spreadsheet

B. workbook

C. document

D. cell

Ans - D

Question : 9

What do you mean by A3,B13:B20,C7 reference in Excel?

A. Range

B. Union

C. Formula

D. General

Ans - A

Question : 10

The cell having and column number 3 and row number 6 is denoted by the name _____.

A. F3

B. C6

C. C3

D. F6

Ans - B

Question : 11

Each excel file is called a workbook because

A. It can contain text and data

B. It can be modified

C. It can contain many sheets including worksheets and chart sheets

D. You have to work hard to create it

Ans - C

Question : 12

Which types of charts can excel produce?

A. Line graphs and pie charts only

B. Only line graphs

C. Bar charts, line graphs and pie charts

D. Bar charts and line graphs only

Ans - C

Question : 13

By default, Excel worksheets are named _____.

A. book1, book2, book3, ...

B. sheet1, sheet2, sheet3,...

C. page1, page2, page3, ...

D. note1, note2, note3, ...

Ans - B

Question : 14

Each sheet in MS Excel file is called a _____.

A. workbook

B. worksheet

C. notesheet

D. notebook

Ans - B

Question : 15

What is the maximum limit of rows in MS Excel?

A. 1084567

B. 1048567

C. 1048576

D. 1084576

Ans - C

Question : 16

What is the maximum limit of column in MS Excel?

A. 16384

B. 16438

C. 16843

D. 16348

Ans - A

Question : 17

The Name box on to the left of formula bar

A. shows the name of workbook currently working on

B. shows the name of worksheet currently working on

C. shows the name of cell or range currently working on

D. None of above

Ans - C

Question : 18

Which tab is used to include pivot table, charts, hyperlinks to a spread sheet?

A. Insert

B. Page Layout

C. Data

D. Review

Ans - A

Question : 19

Which tab in Excel is used for proofing, protecting, and marking up a spread sheet?

A. Formula

B. Data

C. Review

D. View

Ans - C

Question : 20

Which bar is used to display the sheet information and insertion point location in MS Excel?

A. Ruler

B. Scroll Bar

C. Status Bar

D. Title Bar

Ans - C

Question : 21

What do you use to create a chart in Excel?

A. Pie Wizard

B. Chart Wizard

C. Data Wizard

D. Excel Wizard

Ans - B

Question : 22

Which view in Excel displays the pages exactly as they appear when printed?

A. Custom View

B. Full screen View

C. Page Break View

D. Page Layout view

Ans - D

Question : 23

Which tab is used for creating, formatting and editing a spreadsheet?

A. Data

B. Home

C. Insert

D. Review

Ans - B

Question : 24

MS Excel can reference data in _____.

A. the same sheet

B. different sheet in the same workbook

C. different sheet in a different workbook

D. all of them

Ans - D

Question : 25

Long text can be broken down into many lines within a cell. You can do this through

A. wrap text in format >> cells

B. justify in edit >> cells

C. Text wrapping in format >> cells, layout tab

D. All of these

Ans - A

Question : 26

Which function is used to join two cells in Excel?

A. Join Cells

B. Merge & Centre

C. Wrap Text

D. Align

Ans - B

Question : 27

Which one of the following is a “Date & Time” function in Excel?

A. FIND()

B. MOD()

C. NOW()

D. MID()

Ans - C

Question : 28

Which of the following is an absolute cell reference in MS-Excel?

A. !A!1

B. A1

C. #a#1

D. A1

Ans - B

Question : 29

Excel supports recording of repeated actions with the help of _____.

A. graph

B. chart

C. macro

D. other applications

Ans - C

Question : 30

How can you freeze rows or columns in Excel?

A. By using the "Freeze Panes" option

B. By deleting unnecessary rows or columns

C. By changing the font size

D. By using the "Lock Cells" option

Ans - A

Question : 31

In MS-Excel the cell reference for a range of cells that starts in cell C1 and goes over to column H and down to row 10 is:

A. C1:10H

B. C1:H10

C. C1:H-10

D. C1:H:10

Ans - B

Question : 32

In MS-Excel what does SUMIF function do?

A. Adds up cell values based on a condition

B. Adds all the numbers in a range of cells

C. Returns a subtotal in a list or database

D. Both (A) & (B)

Ans - A

Question : 33

Which one is not a Function in MS-Excel ?

A. SUM

B. AVG

C. MAX

D. MIN

Ans - B

Question : 34

In MS-Excel how can you remove borders applied in cells?

A. Choose None on Border tab of Format cells

B. Open the list on Border tool in Formatting toolbar then choose first tool (no border)

C. Both of the above

D. None of the above

Ans - C

Question : 35

In MS-Excel which function displays row data in a column or column data in a row?

A. Hyperlink

B. Index

C. Rows

D. Transpose

Ans - D

Question : 36

Which of the following is an instruction to calculate or process data in MS Excel?

A. Worksheet

B. Formula

C. Range

D. Text entries

Ans - B

Question : 37

How can we set Page Border in Excel?

A. From Edit menu

B. From Home

C. You cannot set page border in Excel

D. From Tools menu

Ans - C

Question : 38

Maximum percentage in Excel?

A. 10

B. 100

C. 400

D. 500

Ans - C

Question : 39

What is the formula to be used to add two cells (Al and A2) in MS-EXCEL?

A. =A1+A2

B. =Add (Al+A2)

C. =Together (A1:A2)

D. Al plus A2

Ans - A

Question : 40

The feature of MS Excel quickly completes a series of data.

A. Auto Complete

B. Auto Fill

C. Fill Handle

D. Sorting

Ans - B

Question : 41

In Excel, Columns are labelled as

A. A,B,C...

B. A1, A2, A3..

C. 1,2,3...

D. A1, B2..

Ans - A

Question : 42

In MS-Excel the drag and drop method of copying or moving:

A. Can be used between a worksheet but not workbooks

B. Can be used between both workbooks and worksheets

C. Can be used between workbooks but not worksheets

D. None of these

Ans - B

Question : 43

What type of chart is useful for showing trends or changes over time in MS-Excel ?

A. Pie Chart

B. Column Chart

C. Line Chart

D. Dot Graph

Ans - C

Question : 44

The default font used in Excel is

A. Arial

B. Algebra

C. Times New Roman

D. Calibri

Ans - D

Question : 45

What is the symbol for absolute cell referencing in Excel?

A. $

B. #

C. @

D. %

Ans - A

Question : 46

Which Excel function is used to find the highest value in a range?

A. AVERAGE

B. MAX

C. SUM

D. COUNT

Ans - B

Question : 47

Which Excel feature is used to detect and correct errors in a worksheet?

A. AutoFilter

B. AutoSum

C. AutoCorrect

D. AutoFormat

Ans - C

Question : 48

What is a "pivot table" in Excel used for?

A. Performing calculations

B. Creating graphs

C. Analysing and summarizing data

D. Formatting cells

Ans - C

Question : 49

Which chart type would you use to show the relationship of parts to a whole in Excel?

A. Line chart

B. Bar chart

C. Pie chart

D. Scatter plot

Ans - C

Question : 50

Which of the following is a popular electronic spreadsheet software?

A. Microsoft Word

B. Adobe Photoshop

C. Microsoft Excel

D. Google Chrome

Ans - C

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MS EXCEL

CLASS - 24

Question : 51

The formulas in Excel are made up of

A. arithmetical operators and functions.

B. only arithmetical functions.

C. only arithmetical operators.

D. only symbols.

Ans - A

Question : 52

On an excel sheet, the active cell is indicated by?

A. Adopted border

B. A blinking border

C. A dark wide border

D. By italic text

Ans - C

Question : 53

The Roman symbol for the last column in an Excel sheet is

A. XFA

B. XFB

C. XFC

D. XFD

Ans - D

Question : 54

Which button do you click to add up a series of numbers?

A. The autosum button

B. The Formula button

C. The quicktotal button

D. The total button

Ans - A

Question : 55

Which command creates decorative text in a worksheet?

A. SmartArt

B. WordArt

C. Draw

D. Shape

Ans - B

Question : 56

What is the function of the "Formula Bar" in Microsoft Excel?

A. It displays the results of calculations.

B. It displays the name of the current worksheet.

C. It allows users to enter and edit cell formulas.

D. It displays the page layout options.

Ans - C

Question : 57

The first cell in EXCEL worksheet is labeled as

A. AA

B. A1

C. Aa

D. A0

Ans - B

Question : 58

You can convert existing excel worksheet data an charts to an HTML document by using

A. FTP wizard

B. Internet assistant wizard

C. Intranet wizard

D. Import wizard

Ans - B

Question : 59

A visual representation of worksheet data

A. Spreadsheet

B. Chart

C. Copy

D. Fill Handle

Ans - B

Question : 60

How many sheets are there in excel workbook by default

A. 1

B. 2

C. 3

D. 4

Ans - A

Question : 61

In a spreadsheet, a _____ is a number you will use in a calculation.

A. label

B. cell

C. field

D. value

Ans - D

Question : 62

In Excel, the contents of the active cell are displayed in the

A. footer bar

B. toolbar

C. task bar

D. formula bar

Ans - D

Question : 63

Another name for a pre-programmed formula in Excel is

A. Cell

B. Graph

C. Function

D. Range

Ans - C

Question : 64

What is the default file name of Microsoft Excel file?

A. Workbook.xlsx

B. Workbook1.xlsx

C. Worksheet.xlsx

D. Worksheet1.xlsx

Ans - B

Question : 65

Which feature is used to rotate the text diagonally or vertically of the selected cells in MS Excel?

A. Orientation

B. Text Layout

C. Text Flip

D. Cell Orientation

Ans - A

Question : 66

How many times undo levels can be used in a worksheet?

A. 25

B. 50

C. 75

D. 100

Ans - D

Question : 67

When you right click on a Cell in Excel, ____ option will help you add tooltip or hint to it.

A. Format Cells

B. Link

C. Lookup

D. Insert Comments

Ans - D

Question : 68

The ____ helps to identify various plotted data series.

A. X-axis

B. Y-axis

C. Gridlines

D. Legend

Ans - D

Question : 69

When you insert an Excel file into a Word document, the data are

A. Hyperlinked

B. Placed in a word table

C. Linked

D. Embedded

Ans - C

Question : 70

What is the function of "AutoSum" in Excel?

A. To automatically calculate the sum of selected cells

B. To organize data in ascending order

C. To apply automatic formatting to cells

D. To create pivot tables

Ans - A

Question : 71

_____ was the first spreadsheet on a microcomputer.

A. VisiCalc

B. Excel

C. Lotus 1-2-3

D. StarCalc

Ans - A

Question : 72

_____ menu shows new, open, close functions.

A. File

B. Edit

C. Insert

D. View

Ans - A

Question : 73

Which of the following identifies a cell in Excel?

A. Address

B. Formula

C. Name

D. Label

Ans - A

Question : 74

A spreadsheet is a sheet which is spread in such a way that it divides itself into the various _____ and _____

A. Horizontal columns, vertical row

B. Horizontal table, vertical cell

C. Horizontal cell, vertical table

D. Horizontal row, vertical columns

Ans - D

Question : 75

Which sign display when Formula Error in MS Excel

A. $

B. *

C. \

D. #

Ans - D

Question : 76

Which of the following is not a valid data type in Excel?

A. Number

B. Character

C. Label

D. Date/Time

Ans - B

Question : 77

What is the maximum number of sheets that can be added to an Excel workbook?

A. 253

B. 255

C. 225

D. 250

Ans - B

Question : 78

The alternative to MS Excel which is offered by Google is ___.

A. Google Workbook

B. Google Excel

C. Google Sheets

D. Google Files

Ans - C

Question : 79

Which feature of MS Excel helps you to record a task and repeat several times?

A. Vlookup

B. Task recorder

C. Macro

D. Repeat task

Ans - C

Question : 80

Every cell in an Excel worksheet contains an address, which is defined by _____.

A. a row number followed by a special character

B. a column letter followed by a row number

C. a row number

D. a column number followed by row letter

Ans - B

Question : 81

Each excel file is a workbook that contains different sheets. Which of the following cannot be a sheet in workbook?

A. work sheet

B. chartsheet

C. module sheet

D. data sheet

Ans - D

Question : 82

The Excel feature that allows you to show only selected rows based on a condition is

A. Merge

B. Filter

C. Flash File

D. Sort

Ans - B

Question : 83

_____ specify the type of calculation that you want to perform on the elements of a formula.

A. Constants

B. References

C. Operators

D. All of these

Ans - C

Question : 84

In MS Excel, a group of cells are called as _____.

A. PivotTable

B. Range

C. Chart

D. Macro

Ans - B

Question : 85

How many characters can be typed in a single cell in Excel ?

A. 256

B. 1024

C. 32,000

D. 32,767

Ans - D

Question : 86

Which of the following is a popular DOS based spreadsheet package?

A. Word

B. Smart cell

C. Excel

D. Lotus 1-2-3

Ans - D

Question : 87

Multiple calculations can be made in a single formula using

A. Standard formulas

B. Array formula

C. Complex formulas

D. Smart formula

Ans - B

Question : 88

A function inside another function is called a _____ function.

A. Nested

B. Round

C. Sum

D. Text

Ans - A

Question : 89

Comments put in cells are called

A. Smart tip

B. Cell tip

C. Web tip

D. Soft tip

Ans - B

Question : 90

A page or worksheet the default page orientation

A. Range

B. Landscape

C. Spreadsheet

D. Portrait

Ans - D

Question : 91

In order to move from one worksheet to another in excel workbook, one should click

A. Active cell

B. Scroll bar

C. Sheet tab

D. Tab button

Ans - C

Question : 92

Which language is used to create macros in Excel?

A. Visual Basic

B. C

C. C++

D. Java

Ans - A

Question : 93

A(n) _____ is a prewritten formula that is built into EXCEL.

A. function

B. problem

C. equation

D. equal sign

Ans - A

Question : 94

The file responsible for starting MS Excel is

A. MS.EXCEL

B. MS.EXE

C. EXCEL.EXE

D. EXCEL.COM

Ans - C

Question : 95

How do you delete a column?

A. Select the column heading you want to delete and select the Delete Row button on the standard toolbar

B. Select the column heading you want to delete and select Insert Delete from the menu

C. Select the row heading you want to delete and select Edit>Delete from the menu

D. Right click the column heading you want to delete and select delete from the shortcut menu

Ans - D

Question : 96

A preset collection of design elements, including fonts, colors, and other effects.

A. Theme

B. Copy

C. Merge

D. IF Function

Ans - A

Question : 97

How do you change column width to fit the contents?

A. Single-click the boundary to the left to the column heading

B. Double click the boundary to the right of the column heading

C. Press Alt and single click anywhere in the column

D. All of above

Ans - B

Question : 98

You can activate a cell by

A. Pressing the Tab key

B. Clicking the cell

C. Pressing an arrow key

D. All of the above

Ans - D

Question : 99

How do you insert a row?

A. Right-click the row heading where you want to insert the new row and select Insert from the shortcut menu

B. Select the row heading where you want to insert the new row and select Edit >Row from the menu

C. Select the row heading where you want to insert the new row and click the Insert Row button on the standard toolbar

D. All of the above

Ans - A

Question : 100

You can use the horizontal and vertical scroll bars to

A. Split a worksheet into two panes

B. View different rows and columns edit the contents of a cell

C. Edit the contents of a cell

D. view different worksheets

Ans - B

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SHORTCUT KEYS MS EXCEL

CLASS - 25

Question : 1

What is the shortcut key to hide entire column?

A. CTRL + –

B. CTRL + 0

C. CTRL + H

D. CTRL + C

Ans - B

Question : 2

What is the shortcut key to hide entire row?

A. CTRL + H

B. CTRL + R

C. CTRL + 9

D. CTRL + -

Ans - C

Question : 3

In Excel which do you press to enter the current date in a cell?

A. Ctrl + Shift + :

B. Ctrl + ;

C. Ctrl + F10

D. All of above

Ans - B

Question : 4

In Excel the keyboard shortcut for creating a chart from the selected cells

A. F3

B. F5

C. F7

D. F11

Ans - D

Question : 5

In Excel you can add a hyperlink to your worksheet by pressing

A. Alt + K

B. Ctrl + H

C. Ctrl + K

D. Ctrl + Shift + K

Ans - C

Question : 6

Without using the mouse or the arrow keys, what is the fastest way of getting to cell A1 in a spreadsheet?

A. Press Ctrl +Home

B. Press Home

C. Press Shift + Home

D. Press Alt + Home

Ans - A

Question : 7

What is the shortcut key to insert a new comment in a cell?

A. F2

B. Alt + F2

C. Ctrl + F2

D. Shift + F2

Ans - D

Question : 8

Which is the shortcut key to go to the last row of a table in MS Excel?

A. Ctrl + down arrow

B. Ctrl + left arrow

C. Alt + left arrow

D. Alt + Down arrow

Ans - A

Question : 9

You can edit existing Excel data by pressing the

A. F1 key

B. F2 key

C. F3 key

D. F4 key

Ans - B

Question : 10

In Excel the following will not cut information

A. Pressing Ctrl + C

B. Selecting Edit>Cut from the menu

C. Clicking the Cut button on the standard

D. Pressing Ctrl + X

Ans - A

Question : 11

Which of these is a shortcut to add a border to the selected cell in MS Excel?

A. Ctrl + T

B. Ctrl + B

C. Shift + B

D. Ctrl + Shift + &

Ans - D

Question : 12

Which shortcut key is used to remove all borders?

A. Shift + _ (Underline)

B. Shift + F1

C. Ctrl +Right Arrow key

D. Ctrl + Shift + _ (Underline)

Ans - D

Question : 13

Which shortcut key is used to add new workbook?

A. Ctrl + N

B. Ctrl + M

C. Shift + F11

D. None

Ans - A

Question : 14

What is the shortcut key to invoke a spell check dialog box in MS Excel?

A. F12

B. F7

C. F10

D. F9

Ans - B

Question : 15

In Excel to open the Format Cells dialog box, press

A. Alt + 1

B. Ctrl + 1

C. Ctrl + Shift + 1

D. F1

Ans - B

Question : 16

What is the shortcut key to insert new sheet in current workbook?

A. F11

B. Alt + F11

C. Ctrl + F11

D. Shift + F11

Ans - D

Question : 17

What is the shortcut key to select the entire worksheet contents in MS Excel?

A. Shift + C

B. Ctrl + A

C. Ctrl + C

D. Shift + A

Ans - B

Question : 18

In Microsoft Excel, __ key combination can be used to display the formulas entered in a cell.

A. Ctrl key + * symbol

B. Ctrl key +) symbol

C. Ctrl key +] symbol

D. Ctrl key + ` symbol

Ans - D

Question : 19

Which of the following key underline the text in Ms Excel?

A. Ctrl + O

B. Ctrl + P

C. Ctrl + U

D. Ctrl + S

Ans - C

Question : 20

In Excel to move to the previous worksheet, press

A. Alt + PgUp

B. Ctrl + PgUp

C. Ctrl + PgDn

D. Shift + Tab

Ans - D

Question : 21

In Excel to access the Go To Special feature, you can press

A. Ctrl + G

B. Ctrl + O

C. Ctrl + Shift + G

D. Ctrl + 1

Ans - A

Question : 22

Which shortcut key is for auto sum?

A. Alt + =

B. Ctrl + Shift

C. Alt + F1

D. Ctrl + =

Ans - A

Question : 23

Which key is used to insert rows or columns?

A. Shift + Spacebar

B. Ctrl + Right Arrow key

C. Ctrl + Shift

D. Ctrl + Shift +

Ans - D

Question : 24

In MS-Excel which shortcut key is used to insert a function?

A. Ctrl + F

B. Shift + F3

C. Ctrl + F3

D. Shift + F

Ans - B

Question : 25

Which key is used to insert the current time?

A. Shift + F7

B. Shift + Alt + D

C. Ctrl + Shift + ;

D. Shift + F12

Ans - C

Question : 26

What will F11 do in MS Excel?

A. Creates Chart

B. Creates Pivot Table

C. Creates Sort

D. Creates Filter

Ans - A

Question : 27

Which key is used with CTRL to copy selected cells?

A. D

B. A

C. C

D. B

Ans - C

Question : 28

Which key is used with CTRL to display the Print dialog box?

A. B

B. P

C. C

D. X

Ans - B

Question : 29

Which command is used to enter the contents of the active cell and moves one cell to the left?

A. Ctrl + Shift

B. Shift + Tab

C. Shift + Insert

D. Shift + Left

Ans - B

Question : 30

Which key applies italic effect on highlighted cells?

A. Ctrl + I

B. Ctrl + A

C. Ctrl + X

D. Ctrl + C

Ans - A

Question : 31

Which function key is used to open go to dialogue box in MS Excel?

A. F2

B. F5

C. F7

D. F1

Ans - B

Question : 32

In MS-Excel, to drag a selected range of data to another worksheet in the same workbook, use the

A. Ctrl key

B. Shift key

C. Alt key

D. Tab key

Ans - A

Question : 33

Which key is used with CTRL to find and replace text?

A. G

B. J

C. H

D. A

Ans - C

Question : 34

What is the keyboard shortcut for repeat last action in Excel?

A. Ctrl + U

B. Ctrl + R

C. Ctrl + Y

D. Ctrl + Z

Ans - C

Question : 35

In MS-Excel which shortcut key is used to open the macro dialog box?

A. Ctrl + F8

B. Alt + F8

C. Ctrl + F

D. Alt + F

Ans - B

Question : 36

Which is the shortcut key to Find option in Excel?

A. Ctrl + F

B. Alt + H

C. Ctrl + H

D. Alt + F

Ans - A

Question : 37

Which key combination is used to move between two or more open Excel files.

A. Alt + =

B. Ctrl + Tab

C. Ctrl + F6

D. Shift + F9

Ans - B

Question : 38

Which of the following keys are used to Open tab in Ms Excel?

A. Ctrl + U

B. Ctrl + P

C. Ctrl + E

D. Ctrl + O

Ans - D

Question : 39

What is the keyboard shortcut for reversing (undoing) your last action?

A. Ctrl + U

B. Ctrl + R

C. Ctrl + Y

D. Ctrl + Z

Ans - D

Question : 40

If you press _____, the cell accepts your typing as its contents.

A. Enter

B. Ctrl + Enter

C. Tab

D. Space

Ans - A

Question : 41

Which key is used to open the home tab in MS Excel?

A. Ctrl + H

B. Ctrl + A

C. Ctrl + B

D. Alt + H

Ans - D

Question : 42

In Microsoft Excel which key is used to open the file tab menu?

A. Ctrl + F

B. Ctrl + D

C. Alt + F

D. Ctrl + B

Ans - C

Question : 43

In MS-Excel which shortcut key is used to open the page layout tab?

A. Alt + P

B. Alt + T

C. Ctrl + P

D. Ctrl + S

Ans - A

Question : 44

In Excel which shortcut key is used to go to the formulas tab?

A. Alt + M

B. Ctrl + M

C. Ctrl + C

D. Ctrl + B

Ans - A

Question : 45

In MS-Excel which shortcut key is used to open the insert tab?

A. Alt + I

B. Alt + B

C. Ctrl + N

D. Alt + N

Ans - D

Question : 46

In Microsoft Excel which key is used to open the review tab?

A. Ctrl + R

B. Alt + R

C. Ctrl + T

D. Ctrl + W

Ans - B

Question : 47

Which key is used to open the view tab in MS Excel?

A. Ctrl + W

B. Ctrl + A

C. Ctrl + C

D. Alt + W

Ans - D

Question : 48

In Excel which shortcut key is used to go to the data tab?

A. Ctrl + S

B. Ctrl + A

C. Ctrl + B

D. Alt + A

Ans - D

Question : 49

Which command is used to close the File?

A. Alt+ F4

B. Ctrl + W

C. Ctrl + C

D. Ctrl + R

Ans - A

Question : 50

Which command is used to close the Excel Window?

A. Ctrl + W

B. Alt + F4

C. Ctrl + C

D. Ctrl + R

Ans - A

MASTER IN COMPUER KNOWLEDGE

RI, ICDS, ARI, AMIN,SFS, LI, FORESTER, FOREST GUARD

50 PRACTICE MCQ

TOPIC - MS ACCESS

CLASS - 26

Question : 1

Microsoft Access provides visual environment for design of _____.

A. tables

B. reports

C. forms

D. all of them

Ans - D

Question : 2

Microsoft Access is a

A. RDBMS

B. OODBMS

C. ORDBMS

D. Network database model

Ans - A

Question : 3

In Access, ____ are used to store the data.

A. Report

B. Form

C. Table

D. Query

Ans - C

Question : 4

A _____ is an area reserved for a specific piece of data.

A. Report

B. Key

C. Record

D. Field

Ans - D

Question : 5

What is the maximum length a text field can be?

A. 75

B. 120

C. 255

D. 265

Ans - C

Question : 6

What is a form in MS Access

A. It is a printed page where users will write their data to fill it up

B. It is an input screen designed to make the viewing and entering data easier

C. This is an important part of database used by analysts to draw conclusions

D. All of above

Ans - B

Question : 7

To create a table in MS Access

A. Database should be created before creating a table

B. You should allow at least one Primary key in a table

C. Table can be created using Table Templates

D. All of the above

Ans - D

Question : 8

The arranging of data in a logical sequence is called

A. Sorting

B. Classifying

C. Reproducing

D. Summarizing

Ans - A

Question : 9

A file containing relatively permanent data is

A. Sequential file

B. Transaction file

C. Master file

D. Random file

Ans - C

Question : 10

Which of the following is the ascending order of data hierarchy ?

A. bit - byte - file - field - record - data base

B. bit - byte - record - field - data base - file

C. bit - byte - field - record - file - data base

D. bit - record - byte - field - file - data base

Ans - C

Question : 11

Which of the following is not a valid Data Type in MS Access?

A. AutoNumber

B. Currency

C. Picture

D. Memo

Ans - A

Question : 12

A part of database that stores complete information about an entity such as employee, sales, orders etc.

A. Record

B. File

C. Field

D. Query

Ans - A

Question : 13

In one-to-many relationship the table in ‘one’ side is called _____ and on ‘many’ side is called ____

A. Parent , Child

B. Child , Parent

C. Row , Column

D. None of the above

Ans - A

Question : 14

This key uniquely identifies each record

A. key record

B. Composite key

C. foreign key

D. primary key

Ans - D

Question : 15

Queries in Access can be used as

A. view, change and analyze data in different ways

B. a source of records for forms and reports

C. Only A

D. Both A and B

Ans - D

Question : 16

To create relationship between two tables

A. drag any field from parent table and drop on child table

B. drag the foreign key of a table into the primary key of another table

C. drag the primary key of a table into foreign key of another table

D. None of the above

Ans - C

Question : 17

Which of the following is not a type of relationship that can be applied in Access database

A. One to One

B. One to Many

C. Many to Many

D. All of the above

Ans - D

Question : 18

The columns in a Microsoft Access table are called as ____

A. Fields

B. Macro

C. Columns

D. Records

Ans - A

Question : 19

The checking operation performed on input data is called the

A. Control of data

B. Validation of data

C. Cross check

D. Verification of data

Ans - D

Question : 20

Which view is used to arrange table data in different graphical layouts to summarize data?

A. Table view

B. Design view

C. Data sheet view

D. Pivot chart view

Ans - D

Question : 21

Which of the following database object produces the final result to present ?

A. Tables

B. Reports

C. Queries

D. None of the above

Ans - B

Question : 22

Which field type can store photos ?

A. Hyperlink

B. OLE

C. Memo

D. Text

Ans - B

Question : 23

A composite key is

A. The primary key with AutoNumber as the field type

B. Is a foreign key that uniquely identifies records

C. Made up of two or more fields to uniquely identify records

D. None of the above

Ans - C

Question : 24

An organized collection of logically related data is known as

A. Database

B. Meta data

C. Information

D. None of the above

Ans - A

Question : 25

In a datasheet, what does each row represent ?

A. Field

B. Database

C. Record

D. All of the above

Ans - C

Question : 26

What do you call a primary key field included in another table ?

A. Child key

B. Composite key

C. Parent key

D. Foreign key

Ans - D

Question : 27

Data can be import into Access Database from

A. Notepad Files

B. PowerPoint Files

C. Word Files

D. Excel Files

Ans - D

Question : 28

_____ key is uniquely identifies each record.

A. Field Name

B. Unique key

C. Primary key

D. Key record

Ans - C

Question : 29

What is a database?

A. It is a collection of data arranged in rows

B. It is a collection of data arranged in columns

C. It is a collection of data arranged in rows and columns

D. All of the above

Ans - C

Question : 30

Which of the following is use to get data from user ?

A. Query

B. Form

C. Report

D. Table

Ans - B

Question : 31

Which tool do you use to create a query object?

A. Database wizard

B. Table query wizard

C. Simple query wizard

D. Simple filer wizard

Ans - C

Question : 32

The default data type for a field is ?

A. AutoNumber

B. Number

C. Varchar

D. Text

Ans - D

Question : 33

What type of software is MS Access?

A. System Software

B. Application Software

C. Utility Software

D. None of these

Ans - B

Question : 34

When a new database is created in MS Access, what will be the default name of the table?

A. Row 1

B. Column 1

C. Database 1

D. Table 1

Ans - D

Question : 35

A database can be best described as ?

A. Useful presentation of data

B. Organized collection of data

C. Graphical representation of data

D. All of the above

Ans - B

Question : 36

Which field has a width of 8 bytes?

A. Memo

B. Number

C. Date/Time

D. Hyperlink

Ans - C

Question : 37

In Datasheet View, what appears at the top of each column?

A. Data type

B. Field name

C. Primary key

D. Description

Ans - B

Question : 38

By default, new table is displayed in ____ view.

A. Datasheet View

B. Design View

C. Report View

D. Form View

Ans - A

Question : 39

To create relationship between two tables

A. drag any field from parent table and drop on child table

B. drag the foreign key of a table into the primary key of another table

C. drag the primary key of a table into foreign key of another table

D. None of the above

Ans - C

Question : 40

Which data type allows alphanumeric characters and special symbols?

A. Text

B. Memo

C. Auto number

D. None of the mentioned

Ans - A

Question : 41

A _____ is a unit of information in a _____

A. record, field

B. field, record

C. data source, field

D. record, data source

Ans - B

Question : 42

In MS Access "Lookup Wizard" is used to?

A. to select from previous values

B. to select values from Excel Sheet

C. to select value from another table

D. Not a valid Data Type

Ans - C

Question : 43

The term _____ is used to refer to a row.

A. Attribute

B. Tuple

C. Field

D. Instance

Ans - B

Question : 44

The term attribute refers to a ____ of a table.

A. Record

B. Column

C. Tuple

D. Key

Ans - B

Question : 45

Student(ID, name, dept name, address) : In this query which attribute form the primary key?

A. Name

B. Dept

C. Address

D. ID

Ans - D

Question : 46

In MS Access "Hyperlink" Data Type can store?

A. Web Address

B. email Address

C. Path of a File

D. All of Above

Ans - D

Question : 47

_____ button helps to search quickly for every occurrence of a specific word or phrase.

A. Justify

B. Find

C. Bullet

D. Sort

Ans - B

Question : 48

Which of the following types of tables constraints will prevent the entry of duplicate rows?

A. Primary keys

B. Foreign keys

C. Candidate key

D. Unique key

Ans - A

Question : 49

_____ is a component of database such as a table, query, form and macro?

A. Record

B. Object

C. Table

D. None of these

Ans - B

Question : 50

What is the default file extension of MS Access ?

A. .docx

B. xlsx

C. .pptx

D. .accdb

Ans - D

MASTER IN COMPUER KNOWLEDGE

RI, ICDS, ARI, AMIN,SFS, LI, FORESTER, FOREST GUARD

Computer Abbreviations

200 PRACTICE MCQ

CLASS - 27

Question : 1

What is meaning of FORTRAN ?

A. Formula train

B. Formula translation

C. Formula train network

D. Formula translation network

Ans - B

Question : 2

What is full form of ISDN ?

A. Integrated Services Digital Network

B. Integrated Services Double Network

C. Inter Services Digital Network

D. Integrated Server Digital Network

Ans - A

Question : 3

What is full form of PNG ?

A. Portable Natural Graphics

B. Portable Network Graph

C. Pretty Network Graphics

D. Portable Network Graphics

Ans - D

Question : 4

What is full form of ROM ?

A. Read other machine

B. Read only memory

C. Read other memory

D. Reading only memory

Ans - B

Question : 5

What is full form of USB ?

A. Unicoded Smart Bus

B. Universal Smart Bus

C. Unicoded Serial Bus

D. Universal Serial Bus

Ans - D

Question : 6

What is the full form of IC ?

A. Interrelated Circuit

B. Integrated Conductor

C. Integrated Conductor

D. Integrated Circuit

Ans - D

Question : 7

What is full form of PDF ?

A. Printed Document Format

B. Public Document Format

C. Portable Document Format

D. Published Document Format

Ans - C

Question : 8

What is full form of CRT ?

A. Crystal Ray Tube

B. Cathode Ray Tube

C. Cabin Ray Tube

D. Carbon Ray Tube

Ans - B

Question : 9

What is full form of HTTP ?

A. High Text Transfer Protocol

B. Hyper Text Transfer Procedure

C. Hyper Text Transfer Protocol

D. Hyper Typo Transfer Protocol

Ans - C

Question : 10

What is full form of ISP ?

A. Internet Service Provider

B. Internet Speed Provider

C. Intranet Service Provider

D. Internet Service Proceder

Ans - A

Question : 11

What is full form of HTML ?

A. Hyper Text Magic Line

B. Hyper Text Markup Line

C. Hyper Text Markup Language

D. High Text Markup Language

Ans - C

Question : 12

What is full form of ISO ?

A. International Systems Organization

B. International Standard Ora

C. Indian Standard Organization

D. International Standard Organization

Ans - D

Question : 13

What is full form of CD ?

A. Carried Disk

B. Compact Disk

C. Carried Data

D. Compact Data

Ans - B

Question : 14

What is full form of VLSI ?

A. Very Low Scale Immunity

B. Very Low Scale Integrated

C. Very Large Scale Integrated

D. Very Large Scale Immunity

Ans - C

Question : 15

What is full form of MAC ?

A. Mass Access Control

B. Media Access Control

C. Mass Access Carraige

D. Media Access Carraige

Ans - B

Question : 16

What is full form of WWW ?

A. World Wide Web

B. World Whole Web

C. Web World Wide

D. Web World Whole

Ans - A

Question : 17

What is full form of FTP ?

A. Free Transfer Process

B. File Training Protocol

C. File Transfer Protocol

D. Free Transport Protocol

Ans - C

Question : 18

What is full form of Wi-Fi ?

A. Wireless Fidelity

B. Wired Fidelity

C. Wireless Focus

D. Wired Focus

Ans - A

Question : 19

What is full form of IP ?

A. Intranet Process

B. Internet Process

C. Intranet Protocol

D. Internet Protocol

Ans - D

Question : 20

What is meaning of docx

A. Document copied and xeroxed

B. Document extended

C. Draft extended

D. Draft copied and xeroxed

Ans - B

Question : 21

What is full form of ASP ?

A. Active Service Process

B. Active Service Pages

C. Active Server Pages

D. None of above

Ans - C

Question : 22

What is full form of UDP ?

A. User Data Process

B. User Data Protocol

C. User Datagram Process

D. User Datagram Protocol

Ans - D

Question : 23

What is full form of TCP ?

A. Transmission Centric Protocol

B. Transfer Control Protocol

C. Transmission Control Protocol

D. Transmission Control Process

Ans - C

Question : 24

What is full form of SQL ?

A. Straight Query Language

B. Structured Query Language

C. Structured Query Laison

D. Structured Query Linear

Ans - B

Question : 25

What is full form of WMV ?

A. Window Media Video

B. Write Media Video

C. Write Many Video

D. Write Media Visual

Ans - A

Question : 26

What is full form of XML ?

A. Extensible Meria Letters

B. Extensible Media Language

C. Xtensible Markup Language

D. Extensible Markup Language

Ans - D

Question : 27

What is full form of ASCII ?

A. American Standard Code for Inked Information

B. American Standard Code for Information Inked

C. American Standard Code for Information Interchange

D. Asian Standard Code for Information Interchange

Ans - C

Question : 28

What is full form of BASIC ?

A. Basic All Purpose Symbolic Instruction Codes

B. Beginners All Purpose Symbolic Instruction Codes

C. Beginners All Purpose Symbolic Intelligent Codes

D. Beginners Anti Purpose Symbolic Instruction Codes

Ans - B

Question : 29

What is full form of BPS ?

A. Bytes Per Second

B. Bits Per Second

C. Bytes Pro Second

D. Bits Per Secure

Ans - B

Question : 30

What is full form of DRAM ?

A. Dual Random Access Memory

B. Dynamic Random Access Memory

C. Different Random Access Memory

D. Dynamic Read Access Memory

Ans - B

Question : 31

What is full form of FM ?

A. Frequent Modulation

B. Frequency Modulation

C. Frequency Method

D. Frequency Molecules

Ans - B

Question : 32

What is full form of FAT ?

A. Frequent Allocation Table

B. File Allocated Table

C. File Allocation Table

D. File Allocation Theory

Ans - C

Question : 33

What is full form of JPEG ?

A. Joint Photo Electronic Group

B. Joint Picture Electronic Group

C. Joint Photographic Experts Group

D. Joint Picture Expert Group

Ans - C

Question : 34

What is full form of MODEM ?

A. Modulation And Demodulation

B. Modulator And Demodulator

C. Modulator And Electronic Demodulator

D. Modulator Or Digital Electronic Demodulator

Ans - B

Question : 35

What is full form of OMR ?

A. Optical Mark Registers

B. Optical Mark Recognition

C. Optical Meter Recognition

D. Oral Mark Recognition

Ans - B

Question : 36

What is full form of SMTP ?

A. Simple Mail Transmit Protocol

B. Smart Mail Transfer Protocol

C. Smart Mailbox Transfer Protocol

D. Simple Mail Transfer Protocol

Ans - D

Question : 37

What is full form of URL ?

A. Uniform Resource Location

B. Uniform Resource Locator

C. Universal Resource Locator

D. Uniform Retention Locator

Ans - B

Question : 38

What is full form of VIRUS ?

A. Vitalise Information Resources Under Siege

B. Vital Informational Resources Under Siege

C. Vital Information Resources Under Siege

D. Vital Information Resources Undead Siege

Ans - C

Question : 39

What is full form of WINDOW ?

A. Wide interactive Network Development for Office work solution

B. World interactive Network Development for Office work solution

C. Wide internet Network Development for Office work solution

D. Wide interact Network Development for Office work solution

Ans - A

Question : 40

What is full form of EPROM?

A. Erasable Programmable Retain Only Memory

B. Elastic Programmable Read Only Memory

C. Electronic Programmable Read Only Memory

D. Erasable Programmable Read Only Memory

Ans - D

Question : 41

What is full form of GUI?

A. Graphical User Interval

B. Graphical User Interface

C. Great User Interface

D. Guest User Interval

Ans - B

Question : 42

What is full form of DNS?

A. Detail Name System

B. Domain Name System

C. Domain Name Subsystem

D. Desktop Name System

Ans - B

Question : 43

What is full form of PC?

A. Performance clarity

B. Persistent computer

C. Periodical computer

D. Personal computer

Ans - D

Question : 44

What is full form of LCD?

A. Laser crystal display

B. Limited crystal display

C. Liquid crystal display

D. Laser color display

Ans - C

Question : 45

What is full form of LED?

A. Laser emitting diode

B. Light emitting diode

C. Laser emergency diode

D. Light emergency diode

Ans - B

Question : 46

What is full form of AVI?

A. Audio video interleave

B. Audio video interface

C. Audio video internet

D. Audio visual interleave

Ans - A

Question : 47

What is the full form of DOS ?

A. Department of Service

B. Data on Service

C. Disk Operating System

D. Data of System

Ans - C

Question : 48

What is the full form of SDRAM?

A. Synchronous Dynamic Random-Access Memory

B. System Dynamic Random-Access Memory

C. Synchronous Digital Random-Access Memory

D. System Digital Random-Access Memory

Ans - A

Question : 49

What is full form of PDA?

A. Peer Digital Assistant

B. Powered Digital Assistant

C. Pocket Digital Assistant

D. Personal Digital Assistant

Ans - D

Question : 50

What is full form of POST?

A. Picture On Self Test

B. Power On Self Test

C. Power On Sensitive Test

D. Power Off Self Test

Ans - B

Question : 51

What Is Full Form Of DVD?

A. Digital Value Disc

B. Digital Vulnerability Disc

C. Digital Virus Disc

D. Digital Versatile Disc

Ans - D

Question : 52

What Is Full Form Of MMC?

A. Media Multi Card

B. Multimedia Card

C. Multi Menu Card

D. Multimedia Copy

Ans - B

Question : 53

What Is Full Form Of BRD?

A. Blu Ray Disc

B. Brown Disc

C. Blue Disc

D. None

Ans - A

Question : 54

What Is Full Form Of GIF?

A. Gradual Interchange Format

B. Graphics Interchange Format

C. Granular Interchange Format

D. None

Ans - B

Question : 55

What is full form of IT?

A. International Technology

B. Internet Technology

C. Indian Technology

D. Information Technology

Ans - D

Question : 56

What is full form of PSU?

A. Power Sender Unit

B. Process Supply Unit

C. Power Supply Unit

D. None

Ans - C

Question : 57

What Is Full Form Of RAM?

A. Real Access Memory

B. Reusable Access Memory

C. Random Access Memory

D. Reusable Active Memory

Ans - C

Question : 58

What Is Full Form Of UPS?

A. Uninterruptible Power Supply

B. Unintentional Power Support

C. Uninterruptible Power Support

D. United Power Supply

Ans - A

Question : 59

What Is Full Form Of OS?

A. Ordered System

B. Optional Services

C. Operating Services

D. Operating System

Ans - D

Question : 60

What is full form of PCB ?

A. Prism Circuit Board

B. Printed Centric Board

C. Printed Circuit Board

D. Popular Circuit Board

Ans - C

Question : 61

What is full form of KB?

A. King bytes

B. Kilo bits

C. Kilo bytes

D. None

Ans - C

Question : 62

What is full form of MB?

A. Minor byte

B. Milli byte

C. Megabyte

D. None of the above

Ans - C

Question : 63

What is full form of MIPS?

A. Micro Instructions Per Second

B. Milli Instructions Per Second

C. Million Instructions Per Second

D. Most Instructions Per Second

Ans - C

Question : 64

What is full form of MSI?

A. Medium Scale Integration

B. Micro Scale Integration

C. Mini Scale Integration

D. Multi Scale Integration

Ans - A

Question : 65

What Is Full Form Of DB?

A. Database

B. Diskbase

C. Data Bandwidth

D. Disk Bandwidth

Ans - A

Question : 66

What Is Full Form Of MP3?

A. Multimedia Picture Experts Group Phase 3

B. Multi Picture Experts Group Phase 3

C. Motion Picture Experts Group Phase 3

D. Moving Picture Experts Group Phase 3 (Mpeg-3)

Ans - D

Question : 67

What is full form of LAN?

A. Light Auto Network

B. Local Auto Network

C. Light Area Network

D. Local Area Network

Ans - D

Question : 68

What is full form of MMX?

A. Mono Media Extensions

B. Micro Media Extensions

C. Multi Micro Extensions

D. Multi Media Extensions

Ans - D

Question : 69

What is full form of NIC?

A. Nullified Integrated Card

B. Nullified Interface Card

C. Network Integrated Card

D. Network Interface Card

Ans - D

Question : 70

What Is Full Form Of CPU?

A. Cisco Processing Unit

B. Central Processing Unit

C. Central Programming Unit

D. Central Performance Utility

Ans - B

MASTER IN COMPUER KNOWLEDGE

RI, ICDS, ARI, AMIN,SFS, LI, FORESTER, FOREST GUARD

Computer Abbreviations

200 PRACTICE MCQ

CLASS - 28

Question : 71

What is the full form of "CD-ROM"?

A. Compact Data - ROM

B. Computerised Data - ROM

C. Compact Disc Read only memory

D. Credible Data – ROM

Ans - C

Question : 72

What is the full form of "HDD"?

A. Hard Disk Drive

B. High Definition Data

C. Hypertext Device Data

D. Hidden Device Data

Ans - A

Question : 73

What is the full form of "MAN"?

A. Machine Access Network

B. Massive Array of Network

C. Metropolitan Area Network

D. Metro Area Network

Ans - C

Question : 74

What is the full form of "BIOS"?

A. Basic Input/Output System

B. Bilingual Input on System

C. Base Internal Operating System

D. Bureau of International Open Source

Ans - A

Question : 75

What is the full form of "COBOL"?

A. Computer and Business Language

B. Computer and Basic Operations Language

C. Common Business Oriented Language

D. Common Business Organised Language

Ans - C

Question : 76

What is the full form of "DTP"?

A. Denial of Top Projects

B. Desktop Publishing

C. Disk Terminal Project

D. Development of Transparent Pact

Ans - B

Question : 77

What is the full form of "DSL"?

A. Developer Structural Language

B. Data Sequence Latency

C. Design System Language

D. Digital Subscriber Line

Ans - D

Question : 78

What is the full form of "PnP"?

A. Pre Play

B. Programming and Performance

C. Plug and Play

D. Personal Project

Ans - C

Question : 79

What is the full form of "FLOPS"?

A. Floating Operations

B. Floating Point Operations Per Second

C. Formatting on Peer Sever

D. File System Operations

Ans - B

Question : 80

What is the full form of "DPI"?

A. Dots Per Inch

B. Digital Personal Interface

C. Directional Internet Page

D. DeskTop Publishing Inc

Ans - A

Question : 81

What is the full form of "OOP"?

A. Organised Output Priority

B. Objetive Over Priority

C. Object Oriented Programming

D. Object Orient Analysis

Ans - C

Question : 82

What is the full form of "SMS"?

A. Short Messenger Service

B. Short Message Service

C. Simple Messaging Service

D. Single Memory Script

Ans - B

Question : 83

What is the full form of "IOP"?

A. Interface on Provider

B. Integrated Parser

C. Internet on Provider

D. Input Output Processor

Ans - D

Question : 84

What is the full form of "OSI"?

A. Organisational Server Interface

B. Open Server Interconnection

C. Operating System Interface

D. Open System Interconnection

Ans - D

Question : 85

What is the full form of "P2P"?

A. Peer to Personal Protocol

B. Peer To Peer Protocol

C. Portable Personal Protocol

D. Pre Programmed Protocol

Ans - B

Question : 86

What is the full form of "OCR"?

A. Optional Control Resources

B. Optical Character Recognition

C. Open Command Resources

D. Operations and Command Resources

Ans - B

Question : 87

What is the full form of "ADSL"?

A. Active Data Link Subsystem

B. Audio and Data Link System

C. Asymmetric Digital Subscriber Line

D. Asynchronous Data Link System

Ans - C

Question : 88

What is the full form of "PLC"?

A. Programmed Local Connector

B. Portable Logical Connector

C. Pre Loaded Controller

D. Programmable Logic Controller

Ans - D

Question : 89

What is the full form of "IE"?

A. Instant Explorer

B. Internet Execution

C. Industrial Extension

D. Internet Explorer

Ans - D

Question : 90

What is the full form of "OLE"?

A. Object Linked Executions

B. Object Linking And Embedding

C. Object Oriented External Language

D. Optional Linking and Embedding

Ans - B

Question : 91

What is the full form of "RTF"?

A. Right to Format

B. Right to File

C. Real Time Function

D. Rich Text Format

Ans - D

Question : 92

What is the full form of "VB"?

A. Virtual Boss

B. Visual Basic

C. Video Broadcasting

D. Visualised Business

Ans - B

Question : 93

What is the full form of "ODBC"?

A. Open Data Base Connection

B. Open Data Base Connectivity

C. Object Data and Backup Connection

D. Operations and Development Business Organisation

Ans - B

Question : 94

What is the full form of "OOPS"?

A. Object Oriented Program and Synopsis

B. Object Oriented Programming System

C. Optional Preliminary System

D. Objective of Preliminary System

Ans - B

Question : 95

What does VGA stand for ?

A. Video Graphics Adapter

B. Video Graphics Array

C. Video Game Awards

D. Video Graphics Accelerator

Ans - B

Question : 96

What is the full form of "MPEG"?

A. Machine Parameter Expert Group

B. Moving Picture Experts Group

C. Modular Presentation Experts Group

D. Mobile Picture Experience Group

Ans - B

Question : 97

What is the full form of "DVD"?

A. Data and Video Disc

B. Device Vendor Description

C. Digital Video Disc

D. Digital and Visual Design

Ans - C

Question : 98

What is the full form of "LLL"?

A. Logical Limit by Latency

B. Low Level Logic

C. Low Level Language

D. Language and Logic Level

Ans - C

Question : 99

What is the full form of "HLL"?

A. Hardware Local Language

B. High Level Language

C. High Level Logic

D. Hypertext Level Language

Ans - B

Question : 100

What is the full form of "WAN"?

A. Wide Access Network

B. Wide Area Network

C. Wifi Access Network

D. Wifi Assigned Network

Ans - B

Question : 101

What is the full form of “ALU” ?

A. Access Logic Unit

B. Arithmetic Logic Unit

C. Array Logic Unit

D. Artificial Logic Unit

Ans - B

Question : 102

In Computer Technology CAD stands for

A. Computer and Device

B. Computer Algorithm and Design

C. Computer and Design

D. Computer Aided Design

Ans - D

Question : 103

UNIVAC stands for

A. Unique Numerical Integrator and Computer

B. Universal Adding Calculator

C. Universal Assumable Calculator

D. Universal Automatic Computer

Ans - D

Question : 104

MOS stands for

A. Most Often Store

B. Method Organised Stack

C. Metal Oxide Semiconductor

D. More Operating System

Ans - C

Question : 105

PROM stands for

A. Processing Read Only Memory

B. Principal Read Only Memory

C. Programming Read Only Memory

D. Programmable Read Only Memory

Ans - D

Question : 106

EEPROM stands for

A. Electrically Erasable Principal Read Only Memory

B. Electrically Erasable Programmable Read Only Memory

C. Elementary Erasable Programmable Read Only Memory

D. Electronics and Electrical Programmable Read Only Memory

Ans - B

Question : 107

SRAM stands for

A. Special Random Access Memory

B. Supreme Recording Access Memory

C. Stable Random Access Memory

D. Static Random Access Memory

Ans - D

Question : 108

POP stands for

A. Post Office Protocol

B. Post Office Program

C. Protocol On Protocol

D. Program On Programmer

Ans - A

Question : 109

ARPANET stands for

A. Advance Reharse Projects Agency Network

B. Advanced Research Protects Agency Network

C. Advanced Research Projects Agency Network

D. Advanced Research Product Agency Network

Ans - C

Question : 110

What is full form of CDRW?

A. Content Disk Re-writer

B. Compact Disk Re-writer

C. Copy Disk Re-writer

D. None

Ans - B

Question : 111

BIT stands for

A. Megabyte

B. Binary language

C. Binary Information Unit

D. Binary Digit

Ans - D

Question : 112

What does SSD stand for?

A. Solid State Drive

B. Secondary Storage Device

C. Storage System Drive

D. System Storage Device

Ans - A

Question : 113

What does HTTPS stand for?

A. Hyper Text Transfer Protocol Secure

B. Hyper Text Transmission Protocol Secure

C. High Text Transfer Protocol Secure

D. High Text Transmission Protocol Secure

Ans - A

Question : 114

What does VPN stand for?

A. Virtual Private Network

B. Virtual Public Network

C. Verified Private Network

D. Verified Public Network

Ans - A

Question : 115

What does TCP/IP stand for?

A. Transmission Control Protocol/Internet Protocol

B. Transmission Code Protocol/Internet Protocol

C. Transport Control Protocol/Internet Protocol

D. Transport Code Protocol/Internet Protocol

Ans - A

Question : 116

What does WLAN stand for?

A. Wireless Local Area Network

B. Wireless Local Access Network

C. Wired Local Area Network

D. Wired Local Access Network

Ans - A

Question : 117

What does HDMI stand for?

A. High-Definition Multimedia Interface

B. High-Data Multimedia Interface

C. High-Display Multimedia Interface

D. High-Definition Media Interface

Ans - A

Question : 118

What is full form of BCC ?

A. Basic Carbon Copy

B. Blind Carbon Copy

C. Blind Cartage Copy

D. Blind Carbon Code

Ans - B

Question : 119

What is the full form of CUI

A. Copy User Interface

B. Character User Interleave

C. Character Used Interface

D. Character User Interface

Ans - D

Question : 120

What is full form of DMA ?

A. Dual Memory Access

B. Direct Memory Access

C. Direct Memory Allocation

D. Direct Mode Access

Ans - B

Question : 121

What is full form of DVR ?

A. Digital Video Recorder

B. Digital Video Reader

C. Double Video Recorder

D. Digital Video Recording

Ans - A

Question : 122

What is full form of DVI ?

A. Digital Visual Interface

B. Digital Video Interface

C. Digital Visual Interval

D. Digital Visual Internet

Ans - A

Question : 123

What is full form of DDR?

A. Device Data Rate

B. Double Delivery Rate

C. Double Data Rate

D. None

Ans - C

Question : 124

What is the full form of DBMS ?

A. Data Based Management System

B. Double Base Management System

C. Data Base Management System

D. Data Base Manage

Ans - C

Question : 125

What is full form of E-Commerce ?

A. Electronic Commerce

B. Electronic Communication

C. Electrical Commerce

D. Effective Commerce

Ans - A

Question : 126

What is full form of EBCDIC ?

A. External Binary Coded Decimal Interchange Code

B. Extended Binary Coded Decimal Interchange Code

C. Extended Basic Coded Decimal Interchange Code

D. Extended Binary Coded Decimal Inter Code

Ans - B

Question : 127

What is full form of E-Mail ?

A. Electrical Mail

B. Electronic Mail

C. Electronic Mailing

D. Electronic Internet Mail

Ans - B

Question : 128

What is full form of CC ?

A. Carbon Copy

B. Carbon Code

C. Carbon Copying

D. Coadded Copy

Ans - A

Question : 129

What is full form of ENIAC ?

A. Electronics Numerator Integrator And Calculator

B. Electronics Naming Integrator And Calculator

C. Electronics Numerical Integrator And Calculator

D. Electronics Numerical Integrator And Calculation

Ans - C

Question : 130

What is full form of BCR ?

A. Bar Code Reader

B. Basic Code Reader

C. Bar Code Read

D. Basic Coded Reader

Ans - A

Question : 131

What is the full form of GPRS ?

A. General Packet Radio Service

B. General Packet Radio Server

C. General Packing Radio Service

D. General Packet Radioactive Service

Ans - A

Question : 132

What is the full form of GML ?

A. Geography Making Language

B. Geography Markup Language

C. Geographical Markup Language

D. Geography Markup Loading

Ans - B

Question : 133

What is the full form of GIGO ?

A. Garbage In Garbage Out

B. Garbage Input Garbage Output

C. Garbage Into Garbage Out

D. Garbing In Garbing Out

Ans - A

Question : 134

What is full form of Kbps ?

A. Kilobits Per Second

B. Kilobytes Per Second

C. Kilobit/Kilobyte Per Second

D. Kilobits/Kilobytes Per Second

Ans - A

Question : 135

What is full form of CMOS ?

A. Crystal Metal Oxide Semiconductor

B. Complementary Mineral Oxide Semiconductor

C. Cover Metal Oxide Semiconductor

D. Complementary Metal Oxide Semiconductor

Ans - D

MASTER IN COMPUER KNOWLEDGE

RI, ICDS, ARI, AMIN,SFS, LI, FORESTER, FOREST GUARD

Computer Abbreviations

200 PRACTICE MCQ

CLASS - 29

Question : 136

What is the full form of MICR?

A. Magnetic Ink Character Register

B. Magnetic Ink Code Reader

C. Magnetic Ink Code Register

D. Magnetic Ink Character Recognition

Ans - D

Question : 137

What is the meaning .EXE?

A. Command File

B. Executed Files

C. Express File

D. Executable Files

Ans - D

Question : 138

MSD refers as

A. Most Significant Digit

B. Most Significant Decimal

C. Multiple Significant Digit

D. Many Significant Digit

Ans - A

Question : 139

ATM stands for ____

A. Automatic Tell Machine

B. Automated Teller Machine

C. Automatic Teller Machine

D. Automated Transfer Machine

Ans - B

Question : 140

What is the full form of PAN ?

A. Personal Area Network

B. Personal Area Networking

C. Person Area Network

D. Provider Area Network

Ans - A

Question : 141

What is full form of RDOS ?

A. Real-time Disk Operating System

B. Read-time Disk Operating System

C. Real-time Direct Operating System

D. Real-time Disk Operating Systematic

Ans - A

Question : 142

What is full form of RDBMS ?

A. Relational Data Basic Management System

B. Read Data Base Management System

C. Relational Data Base Management System

D. Relational Data Base Manage System

Ans - C

Question : 143

What is the full form of SMPS ?

A. Switch Mode Power Supply

B. Supply Mode Power Switch

C. Switching Mode Power Supply

D. Switched Mode Power Supply

Ans - A

Question : 144

What is full form of MSI?

A. Medium Scale Integration

B. Micro Scale Integration

C. Mini Scale Integration

D. Multi Scale Integration

Ans - A

Question : 145

What is full form of RTOS ?

A. Real-time Operating System

B. Real-timing Operating System

C. Read-time Operating System

D. Real-top Operating System

Ans - A

Question : 146

What is full form of NFS

A. Network Filed System

B. Network File System

C. Network File Server

D. Network File Symmetric

Ans - B

Question : 147

What is the full form of "TB"?

A. Transfer Publishing

B. Terminal Board

C. Texa Bytes

D. Tera Bytes

Ans - D

Question : 148

What is the full form of VDU ?

A. Visual Display Unit

B. Video Display Unit

C. Visual Data Unit

D. Video Data Unit

Ans - A

Question : 149

What is the full form of "LDU"?

A. Language and Development Unit

B. Liquid Display Unit

C. Live and Distribution Unit

D. Linear Design Unit

Ans - B

Question : 150

What is the full form of LIFO ?

A. Last Input First Output

B. Last In First Out

C. Latest In First Out

D. Late In First Out

Ans - B

Question : 151

What is full form of RPM ?

A. Revolutions Program Minute

B. Revolutions Per Minute

C. Read Per Minute

D. Revolutions Per Micro

Ans - B

Question : 152

What is the full form of "VAN"?

A. Value Added Network

B. Video Active Network

C. Virtual Area Network

D. Visual and Native

Ans - C

Question : 153

WAIS stands for ____

A. Wide Area Information System

B. Wide Area Internet Service

C. Wide Area Intranet Service

D. Wide Area Information Service

Ans - A

Question : 154

What is the full form of WML ?

A. Wired Markup Language

B. Wireless Mark Language

C. Wireless Marker Language

D. Wireless Markup Language

Ans - D

Question : 155

What is the full form of "XHTML"?

A. Extensible Markup Language

B. Extended Markup Language

C. Expandable Hyper Text Markup Language

D. Extensible Hyper Text Markup Language

Ans - D

Question : 156

What is the full form of MOSFET ?

A. Metal Oxide Semiconductor Field Effective Transistor

B. Metal Oxide Semiconductor File Effect Transistor

C. Metal Oxide Semiconductor Field Effect Transformer

D. Metal Oxide Semiconductor Field Effect Transistor

Ans - D

Question : 157

What Is Full Form Of PCI?

A. Peripheral Component Interconnect

B. Personal Component Interconnect

C. Peripheral Compound Interconnect

D. None

Ans - A

Question : 158

What is the full form of ZB ?

A. ZERO BIT

B. ZETTA BYTE

C. ZERO BYTE

D. ZETTA BIT

Ans - B

Question : 159

ICT stands for

A. Information and Communication Technology

B. Information and Call Technology

C. Information and Computer Technology

D. Information and Connection Technology

Ans - A

Question : 160

What is full form of DBA?

A. Data Bound Administrator

B. Detail Base Administrator

C. Decision Base Administrator

D. Data Base Administrator

Ans - D

Question : 161

EDVAC Stands For _____.

A. Electronic Discrete Variable Automatic Calculator

B. Electronic Discrete Variable Automatic Computer

C. Electronic Data Variable Automatic Calculator

D. Electronic Data Variable Automatic Computer

Ans - B

Question : 162

BPI Stands For_____.

A. Bits Per Second

B. Bits Per Inch

C. Brown Paper Ink

D. Bits Per Ink

Ans - B

Question : 163

What is the full form of VOIP ?

A. Voice Operative Internet Protocol

B. Voice Over Internet Protocol

C. Voice Over Internet Provider

D. Video Over Internet Protocol

Ans - B

Question : 164

What is the full form of PAP ?

A. Password Authentication Provider

B. Password Authentication Protocol

C. Password Automatic Protocol

D. Protocol Authentication Password

Ans - B

Question : 165

What is the full form of SDRAM?

A. Synchronous Dynamic Random-Access Memory

B. System Dynamic Random-Access Memory

C. Synchronous Digital Random-Access Memory

D. System Digital Random-Access Memory

Ans - A

Question : 166

What is the full form of WORM ?

A. Write Only Read Many

B. Write One Read Many

C. Write Only Read More

D. Write Once Read Many

Ans - B

Question : 167

What is the full form of PSN ?

A. Packet Switched Networking

B. Packing Switched Network

C. Packet Switched Network

D. Packet Switching Network

Ans - C

Question : 168

What is B2B in ecommerce?

A. Business to Buyers

B. Business to Business

C. Buyers to Business

D. Business to Builders

Ans - B

Question : 169

What does TFT stand for?

A. Transistor Film Transistor

B. Thin Film Transistor

C. Thin Film Transducer

D. None

Ans - B

Question : 170

SERPs stands for _____

A. Search engine results pages

B. Search engine return pages

C. Search engine real pages

D. Search engine results point

Ans - A

Question : 171

ULSI stands for_____.

A. Ultra Large Storage Integration

B. Ultra Large Scale Integration

C. Ultra Large Storage Integrator

D. Ultra Large Scale integrator

Ans - B

Question : 172

Telnet stands for_____.

A. Telecommunication Network

B. Telephone Net

C. Tele Net

D. Tele Network

Ans - A

Question : 173

FAX stands for:

A. Function Application Xerox

B. Fast Access Xerox

C. Function Application Extended

D. Facsimile

Ans - D

Question : 174

In Graphical User Interface (GUI) based programs, WYSWYG stands for _____.

A. Whatever You See, Wherever You Get

B. What You See, What You Get

C. Whichever You See, What You Get

D. Wherever You See, What You Get

Ans - B

Question : 175

OODBMS stands for_____.

A. Object Oriented Database Management System.

B. Order Data Base Management System

C. Order Base Management System

D. Office Data Base Management System

Ans - A

Question : 176

In motherboard, PATA stands for _____.

A. Peripheral Advanced Technology Attachment

B. Port Advanced Technology Attachment

C. Parallel Advanced Technology Attachment

D. Part Advanced Technology Attachment

Ans - C

Question : 177

IRC Stands For_____.

A. Internet Radio Community

B. Internet Radio Company

C. Internet Relay Chat

D. Intel Relay Chart

Ans - C

Question : 178

C2C Stands For_____.

A. Company To Company

B. Consumer To Consumer

C. Corporation To Consumer

D. Company To Customer

Ans - B

Question : 179

With relation to online transaction, OTP stands for _____.

A. One Time Password

B. Only Time Password

C. One Type Password

D. One Tracking Password

Ans - A

Question : 180

Under information security, CIA stands for _____.

A. Criminal Investigation Agency

B. Confidentiality, Integrity, Availability

C. Cost Information Agency

D. Credit Integrity Assessment

Ans - B

Question : 181

FDD stands for _____.

A. Fire disk drive

B. Floppy disk drive

C. First disk drive

D. Final disk drive

Ans - B

Question : 182

API stands for ____

A. Application Program Indicator

B. Application Process Interface

C. Automated Program Interface

D. Application Program Interface

Ans - D

Question : 183

CGI Stands For_____.

A. Common Gateway Interface

B. Computer Graphics Information

C. Computer Game Interface

D. None Of These

Ans - A

Question : 184

ADC stands for ____

A. AC to DC converter

B. All data content

C. Analog to digital converter

D. All digital content

Ans - C

Question : 185

LSD stands for ____

A. Long Significant Digit

B. Least Significant Digit

C. Large Significant Digit

D. Longer Significant Decimal

Ans - B

Question : 186

SNA stands for _____

A. System Network Architecture

B. System Network Application

C. System Network Adapter

D. Simple Network Architecture

Ans - A

Question : 187

What is the full form of WWAN ?

A. Wireless Wide Area Network

B. Wi-fi Wide Area Network

C. Wireless World Area Network

D. Wired Wide Area Network

Ans - A

Question : 188

W3C in networking stands for _____.

A. World Wide Winter Consortium

B. World Wide Web Contest

C. World White Web Consortium

D. World Wide Web Consortium

Ans - D

Question : 189

The full form of BMP, an image file format is _____.

A. Binarymap

B. Bitmap

C. Basicmap

D. Bitmark

Ans - B

Question : 190

CBT stands for ____

A. Certificate Based Test

B. Computer Based Test

C. Computer Based Training

D. Certificate Based Training

Ans - C

Question : 191

The term SATA used in the Hard disk technology stands for ___.

A. Serial Advanced Technology Array

B. Synchronous Advanced Technology Attachment

C. Serial Advanced Transport Array

D. Serial Advanced Technology Attachment

Ans - D

Question : 192

The windows file system NTFS stands for _____.

A. Network Technology File System

B. New Technology Firewall System

C. New Treading File System

D. New Technology File System

Ans - D

Question : 193

What is the full form of Mbps?

A. Moviebits per second

B. Morebits per second

C. Megabytes per second

D. Megabits per second

Ans - D

Question : 194

ANSI stands for _____.

A. American National Standards Institute

B. American Nations Symbols Institute

C. American Nation Standards Institute

D. American National Symbols Institute

Ans - A

Question : 195

What is full form of DHCP ?

A. Data Host Configuration Protocol

B. Dynamic Host Configuration Provider

C. Dynamic Host Configuration Protocol

D. Double Host Configuration Protocol

Ans - C

Question : 196

What is full form of FDC?

A. Floppy Disk Clear

B. Floppy Disk Chip

C. Floppy Disk Container

D. Floppy Disk Controller

Ans - D

Question : 197

What is the full form of "GML"?

A. Generalized Machine Language

B. General Machine Language

C. Generalized Markup Language

D. Wrong abbreviation

Ans - C

Question : 198

What is the full form of IPV4 ?

A. Internet Protocol Version 6

B. Internet Provider Version 4

C. Internet Protocol Version 4

D. Intermediate Protocol Version 4

Ans - C

Question : 199

What Is Full Form Of MS?

A. Microsoft

B. Menu Set

C. Microsystem

D. None

Ans - A

Question : 200

What is the full form of SEO ?

A. Searching Engine Optimization

B. Search Engine Operation

C. Search Engineer Optimization

D. Search Engine Optimization

Ans - D

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COMPUTER SOFTWARE

CLASS - 30

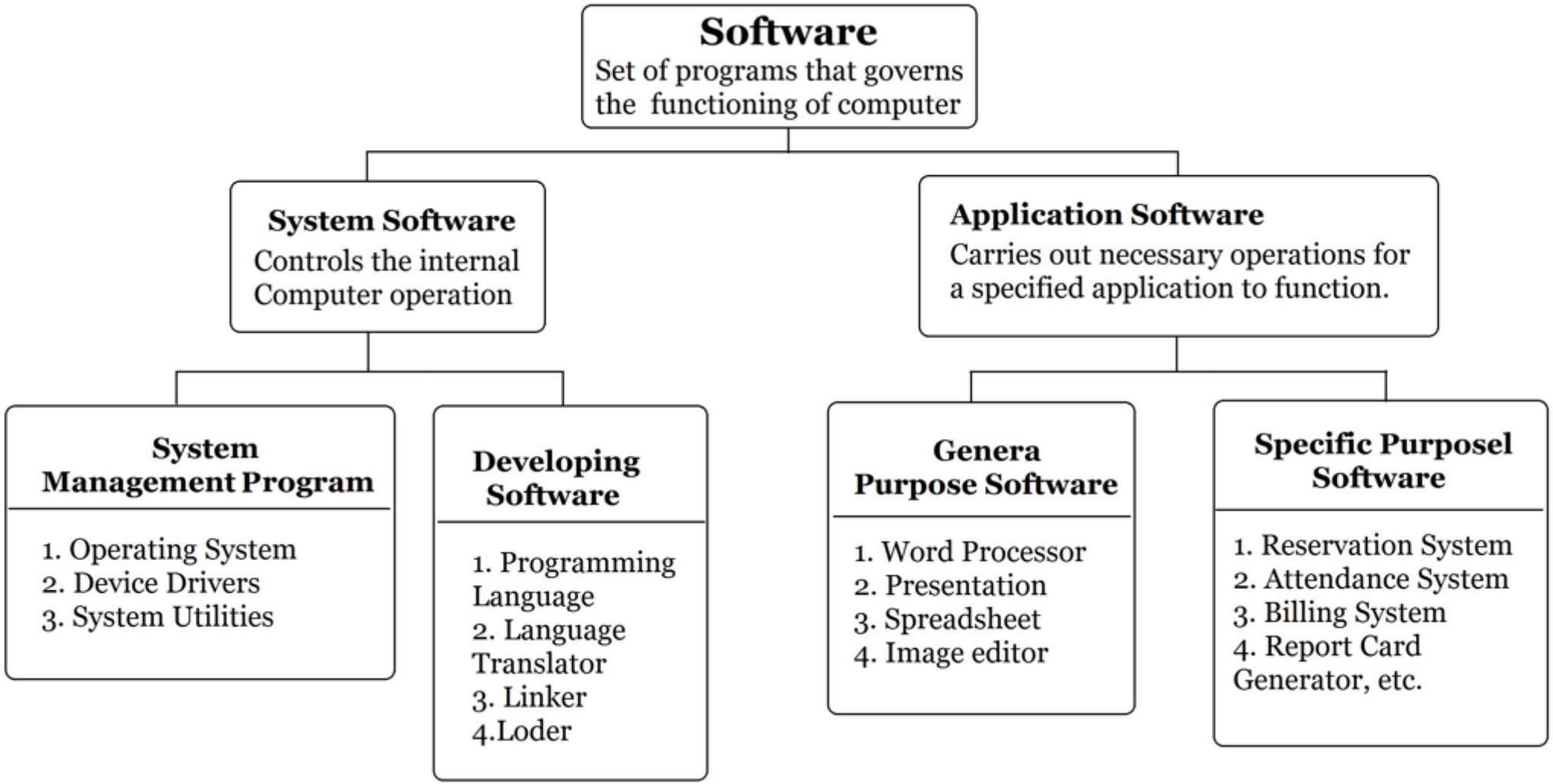
INTRODUCTION

All computer systems consist of two major components, namely, hardware and software. The hardware refers to the physical equipments that are necessary for performing various operations.

What is a Software ?

Software is a set of instructions, data or programs used to operate computers and execute specific tasks. A software is an interface between the user and the computer hardware. It is responsible for controlling, integrating and managing the hardware components of a computer system.

TYPES OF SOFTWARE



System Software

Application Software

System Software

System software is software that directly operates the computer hardware and provides the basic functionality to the users as well as to the other software to operate smoothly. Or in other words, system software basically controls a computer's internal functioning and also controls hardware devices such as monitors, printers, and storage devices, etc.

Types of System Software

- Operating System
- Programming Language Translators
- Device Drivers
- Firmware Software
- Utility Software

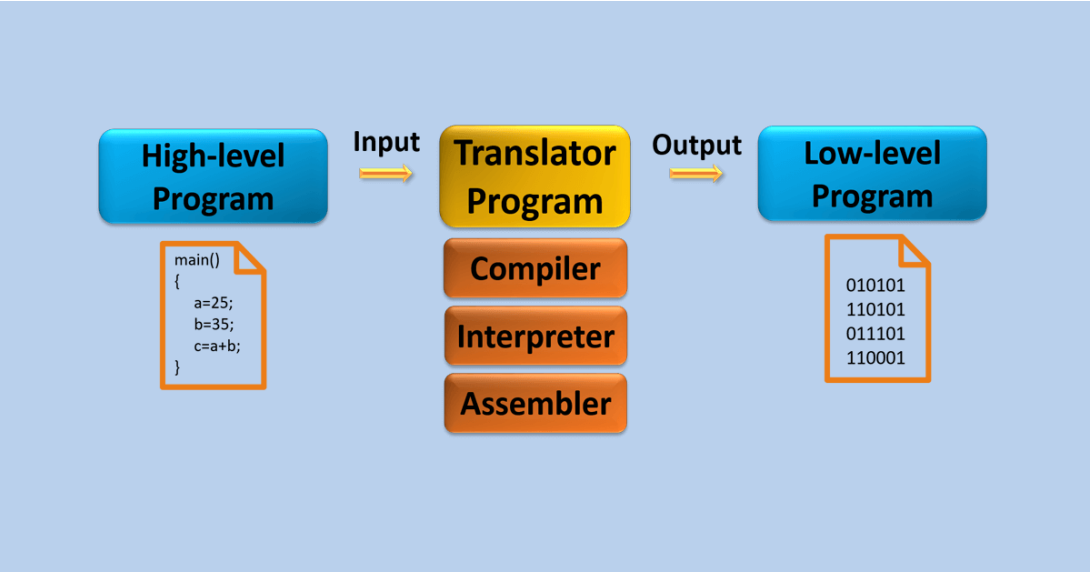
OPERATING SYSTEM

A program that acts as an intermediary between a user of a computer and the computer hardware is called an operating system. The operating system is an essential component of the system software in a computer system. Application programs usually require an operating system to function.

Operating systems can be found on almost any device that contains a computer from cellular phones and video game consoles to supercomputers and web servers. For example: UNIX, MS-DOS, macOS, Linux, Android, and Microsoft Windows.

Programming Language Translators

Programming translators are the software that converts high-level language into machine language. A computer can only understand the machine language or binary bits pattern, either 0 or 1. A CPU understands this machine language that is not easy to understand by a normal human. Hence, First, the end-user interacts with the computer in a high-level language like Java, Python, C, PHP, and C++, etc., then the translator converts these languages into machine code.



There are three different kinds of language translator

Assembler - It is used to convert the assembly language into machine language (i.e.,0 or 1), This language consists of mnemonic codes which are difficult to learn and is machine dependent.

Compiler - It is used to convert the source code (written in high level language) into machine language. Compiler reads whole source code at a time and trap the errors and inform to programmer. For each high level language, the machine requires a separate compiler.

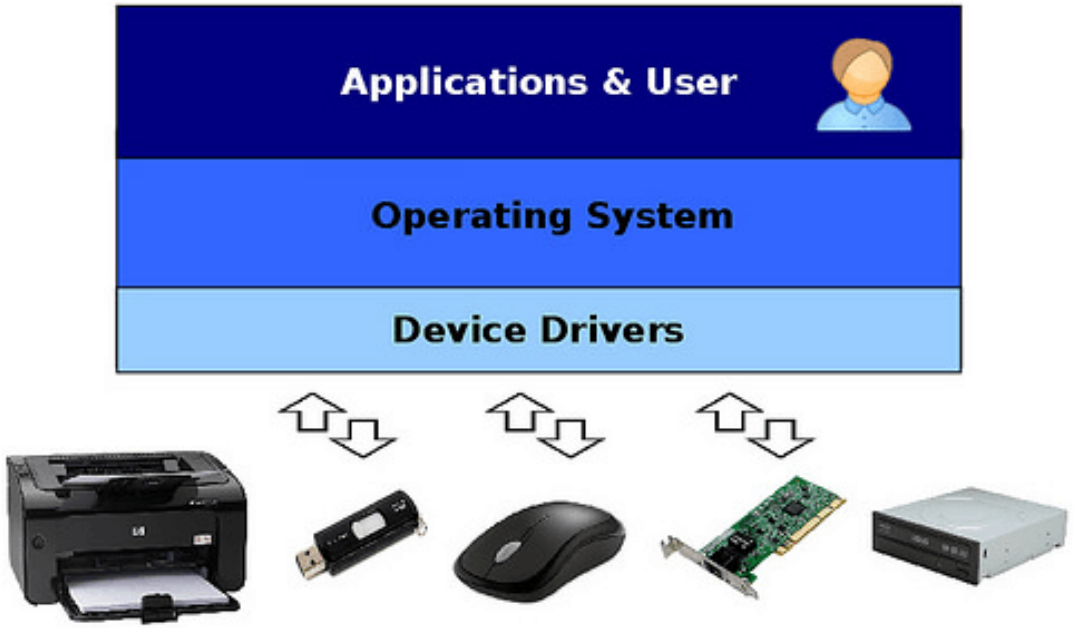
Interpreter - This language processor converts a high level language program into machine language by converting it line-by-line.
If there is any error in any line during execution,
it will report it at the same time and cannot resume until
the error is rectified.

Device Drivers

The operating system contains a number of device drivers to drive the hardware components. Most of the device drivers are already installed in the computer system by the computer manufacturing companies. However, in case of any new device for the operating system, users can install them through the internet also.

Examples

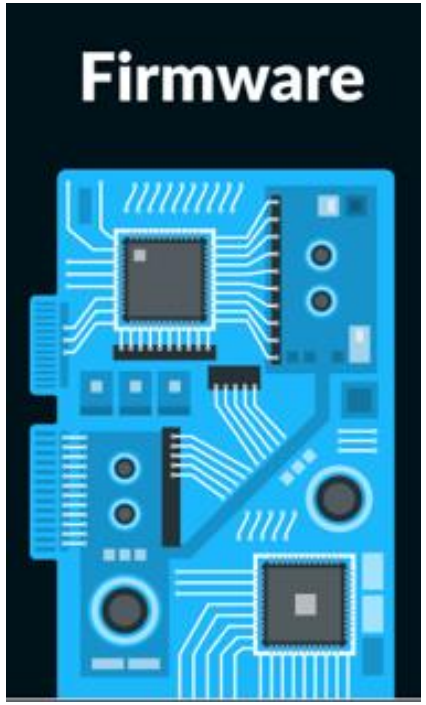
- Keyboards
- Mouse
- Printers
- Network card
- Display card
- Touchpad
- Sound



Firmware Software

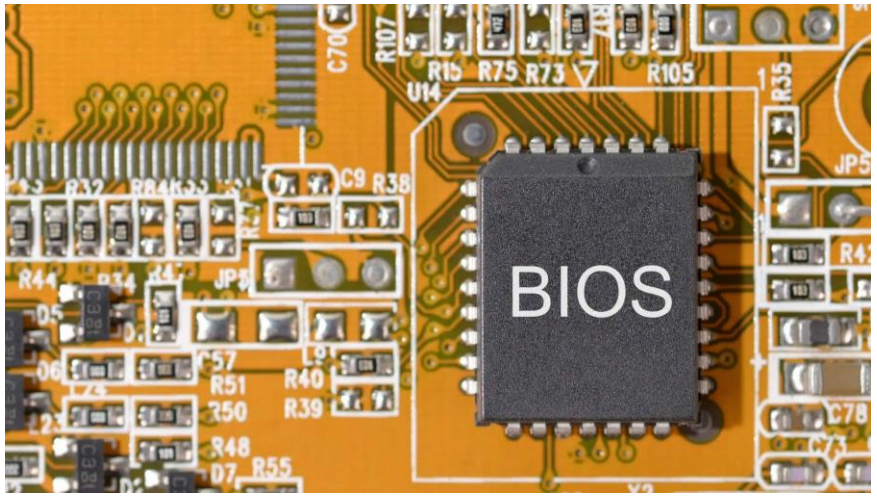
Firmware is a small software that is written to Hardware devices in non-volatile memory. Firmware software programs cannot be changed and they won’t be erased when there is no power supply. But in the case of software whenever a programmer wants to change or delete the software code or program it surely can be done. The programmer can Install and delete the software at any point in time.

Non-volatile memory devices such as ROM, EPROM, EEPROM, and flash memory store firmware. These non-volatile memory devices contain instructions that allow computers and other systems to boot up, to run the software.



BIOS (Basic Input/Output System) chip.

The BIOS (Basic Input/Output System) also works as a system program used for the booting process of the system. First, it loads the OS into the main memory (RAM) of your system and then hands it over to the OS. However, the firmware ROM is part of every motherboard component. The motherboard firmware activates all the hardware components during the start of the computer system and ensures whether they are operational or not. If they work properly, it starts the booting process to load the OS, and if any error occurs in the RAM, then it denies the computer to boost.



Utility Software

The Utility Software is system software that helps to maintain the proper and smooth functioning of a Computer System.

Utility Software performs certain tasks like virus detection, installation, and uninstallation, data backup, deletion of unwanted files, etc. Some examples are antivirus software, file management tools, compression tools, disk management tools, etc.

Anti-Virus - It is the utility which is used to scan computer for viruses and prevent the computer system files from being corrupt. Examples of antivirus are McAfee, Quick heal, Kaspersky, AVG, etc.

Compression Tools - An important part of a computer is storage space, it is very important to maintain this storage. Therefore, we use certain utility software to compress big files and decrease their size, these are compression tools. The format of the files changes while compressing and we cannot access or edit them directly. In addition, we can easily decompress the file and get the original file back.

Examples of compression tools are WinZip, WinRAR, WinAce, 7-Zip, etc.

Disk Cleanup - Disk cleanup tools assist users in freeing up disk space. The software scans hard disks to find files that are no longer used and frees up space by deleting them.

Backup - Backup utility enables backing up of files, folders, databases or complete disks. Backups are taken so that data may be restored in case of data loss. Backup is a service provided by all operating systems.

Application Software

Application software is a computer software designed to help the user to perform singular or multiple tasks. It is a set of instructions or program designed for specific uses or applications, that enable the user to interact with a computer . Application software are also called the end-user programs. These programs do the real work for users.

Types of Application Software are divided into two categories:

- General Application Software
- Customized Application Software

General Application Software

General purpose application software is a kind of application that can be used for a variety of tasks. It is not limited to one particular function. They provide large no of features for its users.

Word Processing Software

A word processor is a software program capable of creating, storing and printing of documents. Word processors have the ability to create a document and make changes anywhere in the document.

Examples or Applications of a Word Processing Software :

WordPad, Microsoft Word , Lotus word pro, Notepad
WordPerfect (Windows only), AppleWorks (Mac only),
Work pages, OpenOffice Writer.

WORD PROCESSING SOFTWARE

MS WORD

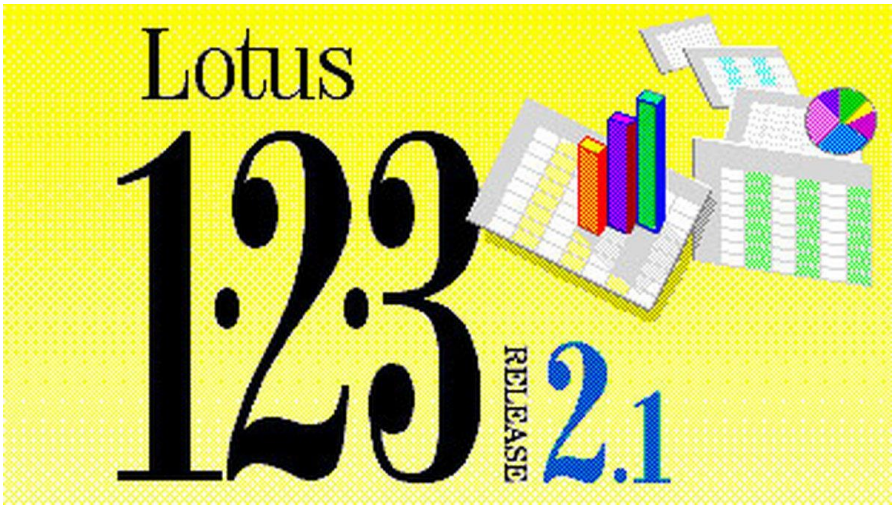
WORDPAD

NOTEPAD

Electronic Spreadsheets

Spreadsheet applications (sometimes referred to simply as spreadsheets) are the computer programs that accept data in a tabular form and allow you to create and manipulate spreadsheets electronically.

Examples - Microsoft Excel, Corel Quattro Pro, Lotus 1-2-3, OpenOffice.org Calc, etc.



Presentation Software

Presentation is the practice of showing and explaining the contents of a topic to an audience or a learner visually. People, in a variety of settings and situations, use presentation software to make their presentations more interesting and professional.

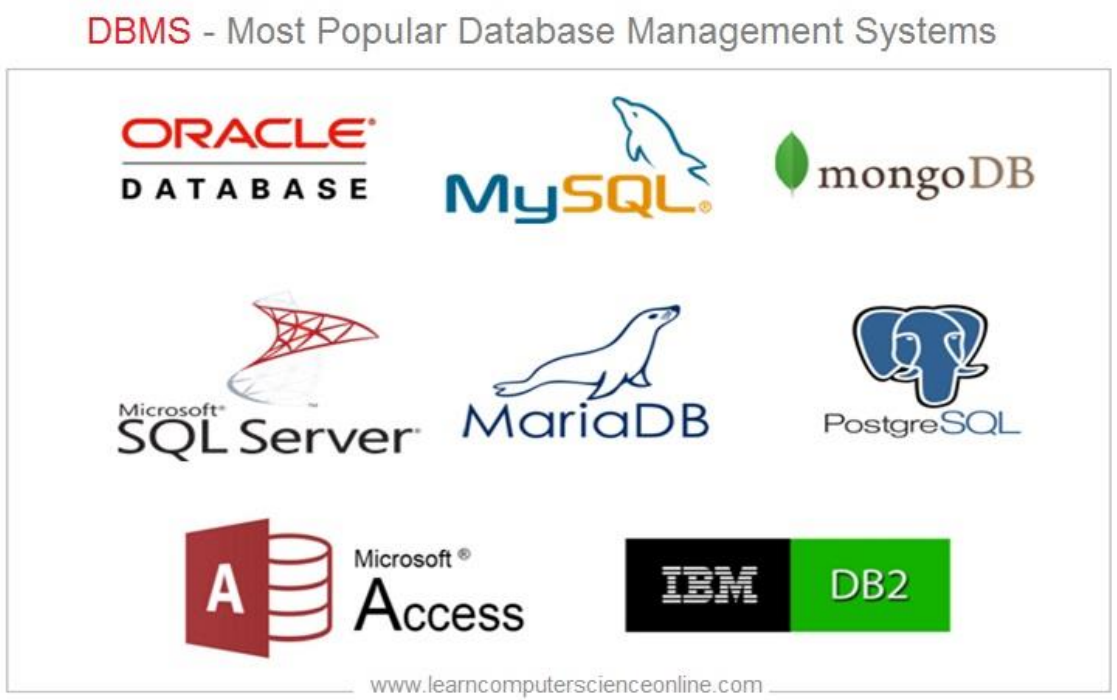
Examples - Microsoft PowerPoint, Corel Presentations, Lotus Freelance Graphics, OpenOffice.org Impress, etc.

Database Management System (DBMS)

A DBMS refers to the software that is responsible for sorting, maintaining and utilising a database.

It enables a user to define, create and maintain the database and provide controlled access on it.

Examples - Microsoft Access, Corel Paradox, MySQL, OpenOffice.org Base, etc.



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COMPUTER SOFTWARE

CLASS - 31

Question : 1

Which of the following have examples Microsoft Word, Microsoft Excel, and Google Docs?

A. an operating software

B. system software

C. utility software

D. application software

Ans - D

Question : 2

Windows, DOS, IOS, LINUX and UNIX are known as

A. Processors

B. Operating system

C. Modems

D. All of the above

Ans - B

Question : 3

Which of the following is the part of system software?

A. Operating system

B. Utility software

C. Browser software

D. both a and b

Ans - D

Question : 4

Software that helps the user for improve the performance of the system for running smoothly?

A. Utility software

B. Horizontal software

C. Application software

D. Vertical software

Ans - A

Question : 5

The operating system is the most common type of which software?

A. System software

B. communities software

C. Application software

D. Word processing software

Ans - A

Question : 6

An antivirus application is an example of

A. System software

B. Application software

C. Utility software

D. All of the above

Ans - C

Question : 7

First time when the operating system is loading into main memory and peripheral devices are checked called?

A. Freeze booting

B. Hot booting

C. Warm booting

D. Cold booting

Ans - D

Question : 8

A computer program that converts an entire program into machine language at one time is called?

A. Compiler

B. Interpreter

C. simulator

D. Commands

Ans - A

Question : 9

Translates and executes program at run time line by line

A. Compiler

B. Interpreter

C. Linker

D. Loader

Ans - B

Question : 10

A computer application known as an “intermediary” serves as a bridge between a computer user and the hardware of the computer:

A. software

B. hardware

C. operating system

D. Driver

Ans - C

Question : 11

The first computer was programmed using ?

A. Assembly language

B. Machine language

C. source code

D. Object code

Ans - B

Question : 12

A computer cannot ‘boot’ if it does not have the

A. Compiler

B. Operating system

C. Assembler

D. Loader

Ans - B

Question : 13

What is the purpose of a compiler in software development?

A. Execute programs

B. Debug code

C. Translate source code to machine code

D. Manage memory allocation

Ans - C

Question : 14

What is the purpose of a firewall in computer networks?

A. Encrypt data transmission

B. Prevent unauthorized access

C. Increase network speed

D. Store network configurations

Ans - B

Question : 15

What is the purpose of an antivirus program?

A. Create backup copies of files

B. Optimize system performance

C. Protect against malware threats

D. Monitor network traffic

Ans - C

Question : 16

Which of the following is an example of a high-level programming language?

A. Assembly language

B. Machine language

C. C++

D. Binary code

Ans - C

Question : 17

Which of the following is an example of A mobile operating system?

A. UNIX

B. MS DOS

C. Windows XP

D. Symbian

Ans - D

Question : 18

During the boot process, which of the following looks for the system files?

A. CBD

B. CPU

C. DVD

D. BIOS

Ans - D

Question : 19

The main function of computer software is to turn data into

A. information

B. program

C. object

D. both a and c

Ans - A

Question : 20

A set of computer programs used on a computer to perform different tasks is called

A. computer instructions

B. processor

C. software

D. Hardware

Ans - C

Question : 21

One or more defects occurring in the computer software that prevents the software from working is called

A. bot

B. system error

C. bug

D. Slug

Ans - C

Question : 22

Which of the following is not a kind of system software?

A. BIOS software

B. Unix, Linux

C. Microsoft Windows, and Mac OS

D. Microsoft Word

Ans - D

Question : 23

Which utility software or program is used to reduce the size of files to increase the amount of disk space in the computer system?

A. Disk cleanup

B. File compression

C. Disk fragmentation

D. Troubleshooting program

Ans - B

Question : 24

What are the main functions of system utilities?

A. Data recovery

B. Backup

C. Virus protection

D. All of the above

Ans - D

Question : 25

Program provide the users with the grid of rows and columns is classified as

A. spreadsheet

B. column grid

C. rows grid

D. reliability grid

Ans - A

Question : 26

Which of the following system software resides in main memory always?

A. Loader

B. Linker

C. Text editor

D. Assembler

Ans - A

Question : 27

A compiler translates a program written in a high-level language into _____

A. Machine language
B. an algorithm
C. a debugged program
D. Java
Ans - A

Question : 28

_____ is the process of carrying out commands.

A. Fetching

B. Storing

C. Executing

D. Decoding

Ans - C

Question : 29

Linux is a type of _____ software.

A. Shareware

B. Commercial

C. Proprietary

D. Open Source

Ans - D

Question : 30

_____ is a set of keywords, symbols, and a system of rules for constructing statements by which humans can communicate the instructions to be executed by a computer.

A. A computer program

B. A programming language

C. An assemble

D. Syntax

Ans - A

Question : 31

To be able to “boot”, the computer must have a(n)

A. Compiler

B. Loader

C. Operating System

D. Assembler

Ans - C

Question : 32

Assembly language is

A. Machine Language

B. High-level programming language

C. A low-level programming language

D. Language for assembling computers

Ans - C

Question : 33

The simultaneous processing of two or more programs by multiple processors is

A. multiprogramming

B. multitasking

C. time-sharing

D. multiprocessing

Ans - D

Question : 34

_____ software creates a mirror image of the entire hard disk, including the operating system, applications, files, and data.

A. Operating system

B. Backup software

C. Utility programs

D. Driver imaging

Ans - B

Question : 35

A mistake in an algorithm that causes incorrect results is called a _____.

A. logical error

B. syntax error

C. procedural error

D. compiler error

Ans - A

Question : 36

Which one is used in a program to execute a particular set of statements repeatedly?

A. Visual basic

B. Pseudocode

C. Condition

D. Looping

Ans - D

Question : 37

If a new device is attached to a computer, such as a printer or scanner, Its _____ must be installed before the device can be used.

A. Server

B. Driver

C. Buffer

D. All of the above

Ans - B

Question : 38

Computer stores data in the form of?

A. Digital

B. Binary

C. Files

D. Programs

Ans - B

Question : 39

A repair for a known software bug, usually available at no charge on the internet, is called a(n) _____.

A. version

B. patch

C. tutorial

D. FAQ

Ans - B

Question : 40

Coded entries which are used to gain access to a computer system are called its

A. Entry codes

B. Passwords

C. security commands

D. code words

Ans - B

Question : 41

Which utility software is used to protect the computer system from hackers?

A. Antivirus

B. Firewall

C. AUP

D. Backup wizard

Ans - B

Question : 42

A set of step-by-step procedures for accomplishing a task is known as a(n) _____.

A. algorithm

B. hardware program

C. software bug

D. firmware program

Ans - A

Question : 43

Oracle is an example of _____ application software.

A. database

B. word processing

C. project management

D. presentation graphics

Ans - A

Question : 44

Which of the following is not true about computer files?

A. They are a collection of data saved in a storage medium.

B. Every file has a filename.

C. A file extension is established by the user to indicate the computer on which it was created.

D. All files contain data.

Ans - C

Question : 45

Which component of system software manages communication between hardware devices and the operating system?

A. Device drivers

B. Antivirus software

C. File compression software

D. Spreadsheet software

Ans - A

Question : 46

Which utility software helps to protect the computer system from viruses and prevent the computer system files from being corrupt?

A. Disk cleanup

B. Disk defragmenter

C. Antivirus

D. All

Ans - C

Question : 47

What is the main difference between system software and application software?

A. System software is used for specific tasks, while application software manages computer resources.

B. System software is essential for the computer to operate, while application software is optional.

C. System software is free to use, while application software requires a license.

D. System software is installed on external devices, while application software is stored in the computer's memory.

Ans – B

Question : 48

Software that allows users to browse the internet, access websites, and view online content is known as:

A. Web browsers

B. Email clients

C. Presentation software

D. Video editing software

Ans - A

Question : 49

The BIOS is stored in:

A. RAM (Random Access Memory)

B. The hard disk drive (HDD)

C. An external USB drive

D. Firmware on the computer's motherboard

Ans - D

Question : 50

What is correcting error in a program called?

A. Compiling

B. Debugging

C. Grinding

D. Interpreting

Ans - B

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COMPUTER HARDWARE

CLASS - 32

Question : 1

What is computer hardware?

A. Physical components of a computer

B. Software applications

C. Internet protocols

D. Data files

Ans - A

Question : 2

Any physical components of a computer system that we can see and touch is

A. Software

B. Peripheral device

C. hardware

D. CPU

Ans - C

Question : 3

_____ contains slots for fixing/ connecting processor, main memory (RAM), hard disk, CD/DVD drive, CMOS, BIOS chip, etc.

A. Mother Board

B. Bread Board

C. Key Board

D. Dash Board

Ans - A

Question : 4

Hardware includes ?

A. all devices used to input data into a computer

B. sets of instructions that a computer runs or executes

C. the computer and all the devices connected to it that are used to input and output data

D. all devices involved processing information including the central processing unit, memory, and storage

Ans - D

Question : 5

Which of the following is considered as the brain of the computer?

A. Motherboard

B. RAM

C. CPU

D. BIOS chip

Ans - C

Question : 6

What is the purpose of a motherboard in computer hardware?

A. To display graphics

B. To connect all hardware components and provide communication pathways

C. To process data

D. To store software applications

Ans - B

Question : 7

Which of the following is usually connected to a computer with the help of a cable ?

A. Icon

B. Virus

C. Database

D. Peripheral devices

Ans - D

Question : 8

What resides on the motherboard and connects the CPU to other components on the motherboard ?

A. Input Unit

B. System Bus

C. ALU

D. Primary Memory

Ans - B

Question : 9

A complete electronic circuit with transistors and other electronic components on a small silicon chip is called a ?

A. workstation

B. CPU

C. magnetic disk

D. Integrated circuit

Ans - D

Question : 10

A _____ is a device that not only provides surge protection, but also furnishes your computer with battery backup power during a power outage. ?

A. surge strip

B. USB

C. UPS

D. battery strip

Ans - C

Question : 11

_____ ports connect special types of music instruments to sound cards ?

A. BUS

B. CPU

C. USB

D. MIDI

Ans - D

Question : 12

Any hardware component that allows you to enter data or instructions into a computer is called a(n) _____ ?

A. printer

B. storage device

C. output device

D. input device

Ans - D

Question : 13

Which of the following is hardware and not software ?

A. Excel

B. Printer driver

C. Operating System

D. Control Unit

Ans - D

Question : 14

Another word for the CPU is _____ ?

A. microprocessor

B. execute

C. microchip

D. decode

Ans - A

Question : 15

Which of the following peripheral devices displays information to a user ?

A. Monitor

B. Printer

C. Secondary storage devices

D. Secondary storage media

Ans - A

Question : 16

When a computer is switched on, the booting process performs ?

A. Integrity Test

B. Power-On-Self-Test

C. Correct Functioning Test

D. Reliability Test

Ans - B

Question : 17

What provide expansion capability for a computer system ?

A. Sockets

B. Slots

C. Bytes

D. Buses

Ans - B

Question : 18

If a new device is attached to a computer, such as a printer or scanner, its _____ must be installed before the device can be used ?

A. buffer

B. driver

C. pager

D. server

Ans - B

Question : 19

What is the process of copying software programs from secondary storage media to the hard disk called ?

A. Configuration

B. Download

C. Storage

D. Installation

Ans - D

Question : 20

The microprocessor consists of millions of

A. transistors

B. microchips

C. registers

D. Semiconductors

Ans - A

Question : 21

Which component of the computer hardware is responsible for managing power and supplying it to other components?

A. RAM

B. CPU

C. PSU (Power Supply Unit)

D. Motherboard

Ans - C

Question : 22

Which of the following is not an example of hardware?

A. Scanner

B. Printer

C. Monitor

D. Interpreter

Ans - D

Question : 23

Through what hardware does one person speak to the other person on a video conference?

A. Speaker

B. Monitor

C. Microphone

D. Camera

Ans - C

Question : 24

A device for changing the connection on a connector to a different configuration is _____

A. A converter

B. An adapter

C. An attachment

D. A component

Ans - B

Question : 25

A ___ is used to read handwritten or printed text to make a digital image that is stored in memory.

A. Touch pad

B. Laser beam

C. Printer

D. Scanner

Ans - D

Question : 26

Where is the disk put to enable the computer to read it?

A. ALU

B. CPU

C. Memory

D. Disk drive

Ans - D

Question : 27

The read and write operations in the computer is carried out through

A. data bus

B. control bus

C. address bus

D. All of these

Ans - B

Question : 28

What is the purpose of an optical drive in computer hardware?

A. To process instructions

B. To store long-term data

C. To display graphics

D. To read and write optical discs like CDs and DVDs

Ans - D

Question : 29

The box that contains the central electronic components of the computer is the

A. Input device

B. Peripheral

C. Motherboard

D. System unit

Ans - C

Question : 30

The place where accessories are connected in computer is known as

A. Port

B. Ring

C. Bus

D. Zip

Ans - A

Question : 31

Which is today’s most popular USB flash drive portable device ?

A. CD

B. DVD

C. Floppy Drive

D. Pen drive

Ans - D

Question : 32

What type of computer port is used to connect peripherals such as printers ?

A. HDMI

B. USB

C. VGA

D. Ethernet

Ans - B

Question : 33

A device which converts handwriting to computer input is called ___

A. scanner

B. digital tablet

C. light pen

D. Printer

Ans - B

Question : 34

What do you need for an ink jet printer?

A. A drum

B. A cartridge

C. A ribbon

D. All of the above

Ans - B

Question : 35

Which of the following is NOT a hardware of a computer ?

A. Windows

B. Monitor

C. Central Processing Unit

D. Key Board

Ans - A

Question : 36

A USB channel is a _____ channel.

A. Simplex

B. Half-duplex

C. Both Simplex & Full duplex

D. Full duplex

Ans - C

Question : 37

Which of the following devices has converted AC to DC line _____

A. Amplifier

B. Filter

C. Rectifier

D. Condensor

Ans - C

Question : 38

Which device among following is used for sending digital data over a phone line?

A. Modem

B. USB

C. Scanner

D. Printer

Ans - A

Question : 39

_____ is the process of dividing the disk into tracks and sectors ?

A. Tracking

B. Formatting

C. Crashing

D. Allotting

Ans - B

Question : 40

An electronic path that sends signals from one part of computer to another is?

A. Logic Gate

B. Bus

C. Modem

D. Hard disk

Ans - B

Question : 41

Which of the following comes under internal hardware?

A. CPU

B. Keyboard

C. Mouse

D. Printer

Ans - A

Question : 42

Which part of Operating System is responsible for the most fundamental control over all the computer's hardware devices?

A. Kernel

B. Interrupt

C. ALU

D. Memory Management

Ans - A

Question : 43

The process of starting a computer by initiating through hardware such as a button press, or by a software command.

A. Operating

B. Resetting

C. Booting

D. Restoring

Ans - C

Question : 44

DVD is an example of

A. Hard disk

B. Optical disk

C. Output device

D. Solid-state storage devices

Ans - B

Question : 45

An interface between the human user and the computer hardware is known as _____.

A. Operating System

B. Operating Unit

C. Software

D. Modem

Ans - A

Question : 46

The _____ directory is mandatory for every disk.

A. Root

B. Base

C. Sub

D. Case

Ans - A

Question : 47

The clock rate of a processor is measured in

A. milliseconds

B. microhertz

C. megabytes or gigabytes

D. megahertz or gigahertz

Ans - D

Question : 48

Storage and memory differ with respect to which of the following characteristics?

A. Price

B. Reliability

C. Speed

D. All of these

Ans - D

Question : 49

What is the most popular hardware for multimedia creations?

A. PCs

B. Minicomputers

C. Mainframe Computers

D. Super Computers

Ans - A

Question : 50

Which of the following will you require to hear music on your computer?

A. Video Card

B. Tape Recorder

C. Sound Card

D. Mouse

Ans - C

MASTER IN COMPUER KNOWLEDGE

RI, ICDS, ARI, AMIN,SFS, LI, FORESTER, FOREST GUARD

INTERNTE

CLASS - 33

Sunil Sir

Introduction to Internet

Internet is a worldwide system of interconnected computer networks. It connects several millions of computers all over the world. All computers are placed at different places and are connected to each other by phone lines, cables or wireless connections.

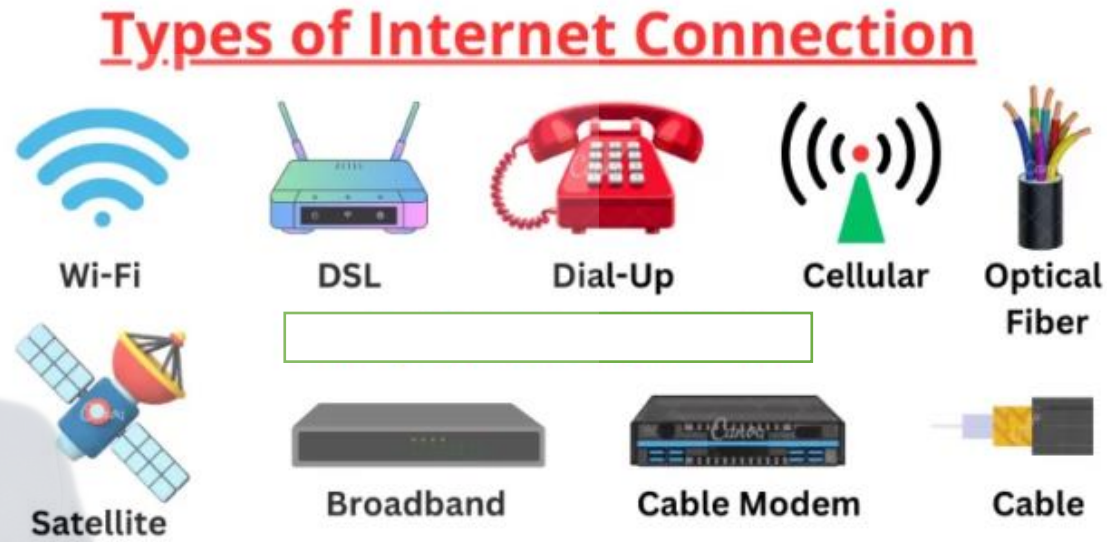
Sunil Sir

Ways To Connect To Internet

To gain access to the internet, the user has to register to any Internet Service Provider (ISP).

Types of Internet connection.

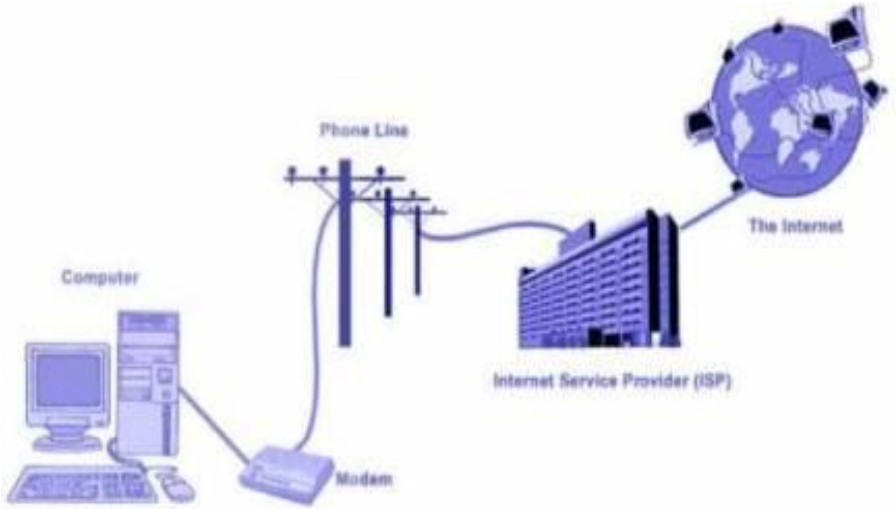
- Dail-up
- Broadband
- Wireless Internet Connections
- Internet over Satellite



Sunil Sir

Dial-up Connection

In dialup connection, the services connect to the internet through a phone line connection.



Advantages of Dial-up Connection:

- It is less expensive.
- It is easily available anywhere to everyone.
- It is very easy to set up.

Disadvantages of Dial-up Connection:

- It has slow data transfer rate.
- It is less reliable than a broadband connection.
- It has a slow speed.
- It cannot control the quality of the connection.

Sunil Sir

Broadband

It is a high-speed connection that allows using the telephone and internet simultaneously. In this, the data can be transferred in various forms via cable, satellite, and telephone.

Advantages of Broadband Connection:

- It has a higher speed which is used for downloading
- It is faster than dialup connection.
- It has no interruptions while using the internet.

Disadvantages of Broadband Connection:

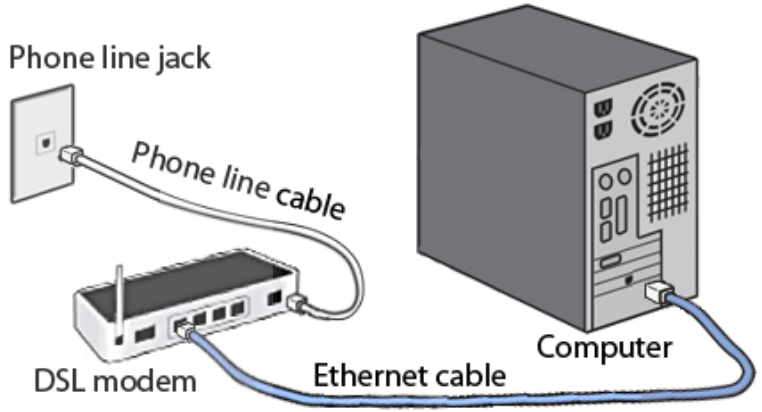
- It is more expensive.
- It has security threats and issues.
- It is not available in remote and rural areas.

Sunil Sir

Broadband Internet connections such as DSL and cable are considered high-bandwidth connections. Although many DSL connections can be considered broadband, not all broadband connections are DSL.

Digital Subscriber Line (DSL)

- Broadband - faster than dial-up connection
- Connects through phone lines, but does not require phone service
- Always on
- Internet and phone can be used in the same time
- Unavailable in many location



Sunil Sir

Cable

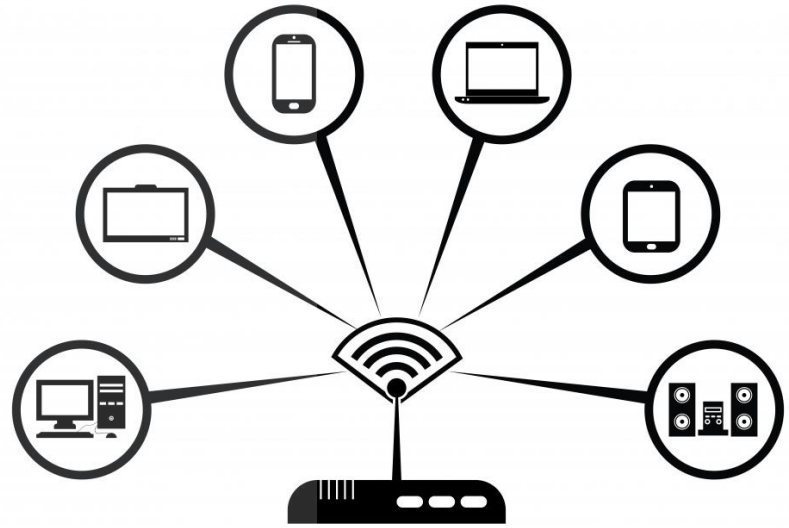
- Broadband - faster than dial-up and DSL
- Use cable connection
- Cable modems can provide extremely fast access to the Internet.

Wireless Connection

Wi-fi and Mobile service providers fall under this category. Internet connectivity is made via radio waves and the Internet can be connected anywhere, irrespective of the location. Given below are a few examples of wireless connection:

Wi-fi – Wireless Fidelity or wi-fi allows high-speed internet connectivity without the use of wires.

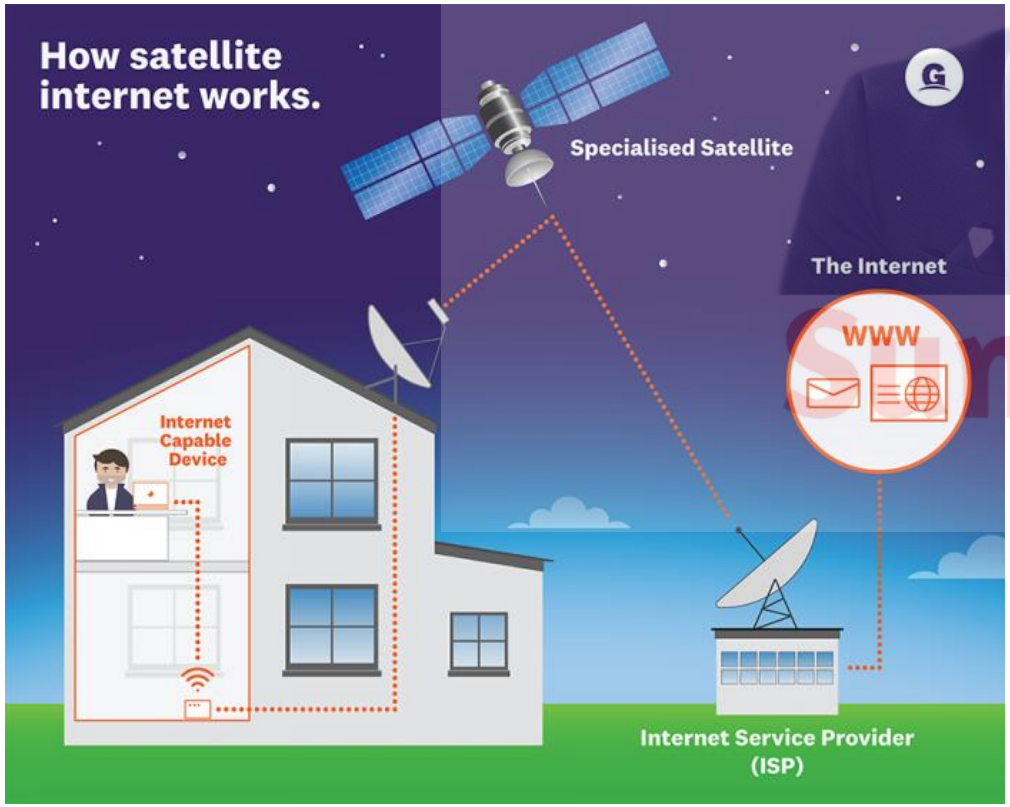
Mobile Phones – All smartphones are now equipped with an option for Internet connectivity which can be availed using Internet vouchers and packs. No external connection or wire is required for these.



Sunil Sir

Satellite - Where broadband connections are unavailable, satellites are used for wireless Internet connectivity

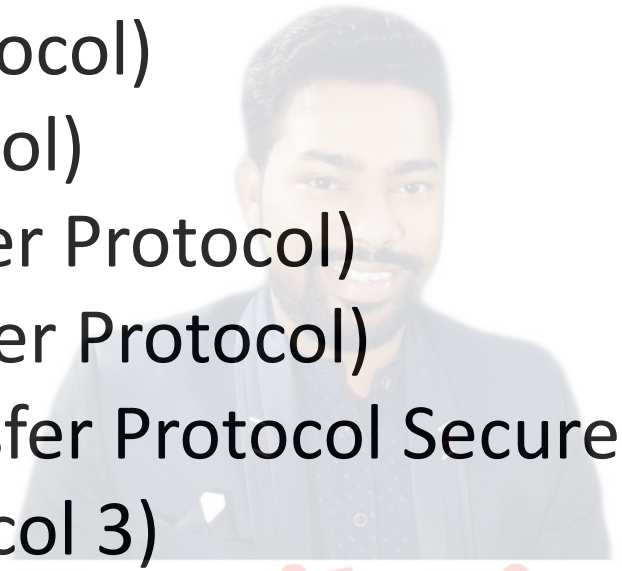
Integrated Services Digital Network – ISDN allows users to sent audio or video data using telephone lines.



Sunil Sir

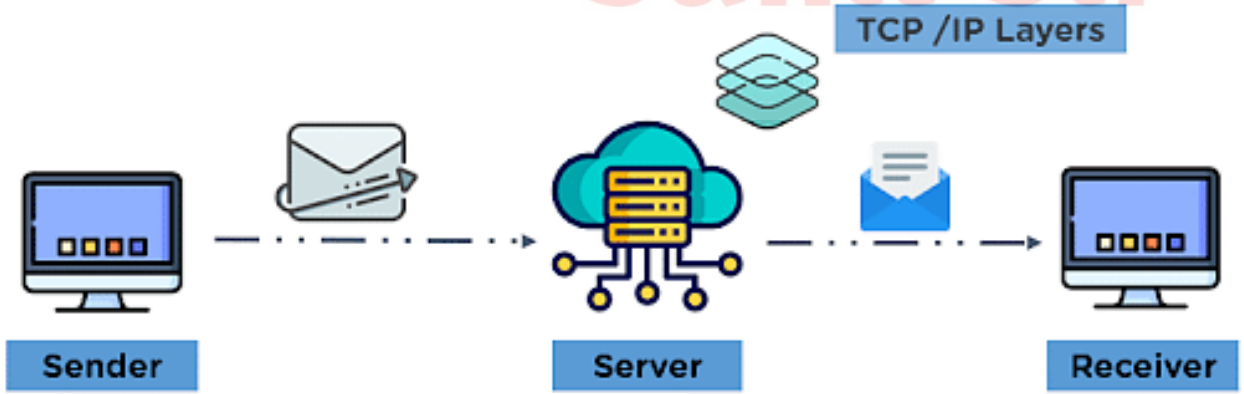
Types of Internet Protocol

1. TCP/IP (Transmission Control Protocol/ Internet Protocol)
2. SMTP (Simple Mail Transfer Protocol)
3. PPP (Point-to-Point Protocol)
4. FTP (File Transfer Protocol)
5. SFTP (Secure File Transfer Protocol)
6. HTTP (Hyper Text Transfer Protocol)
7. HTTPS (Hyper Text Transfer Protocol Secure)
8. POP3 (Post Office Protocol 3)
9. UDP (User Datagram Protocol)
10. IPv4 (Internet Protocol version 4)
11. IPv6 (Internet Protocol version 6)



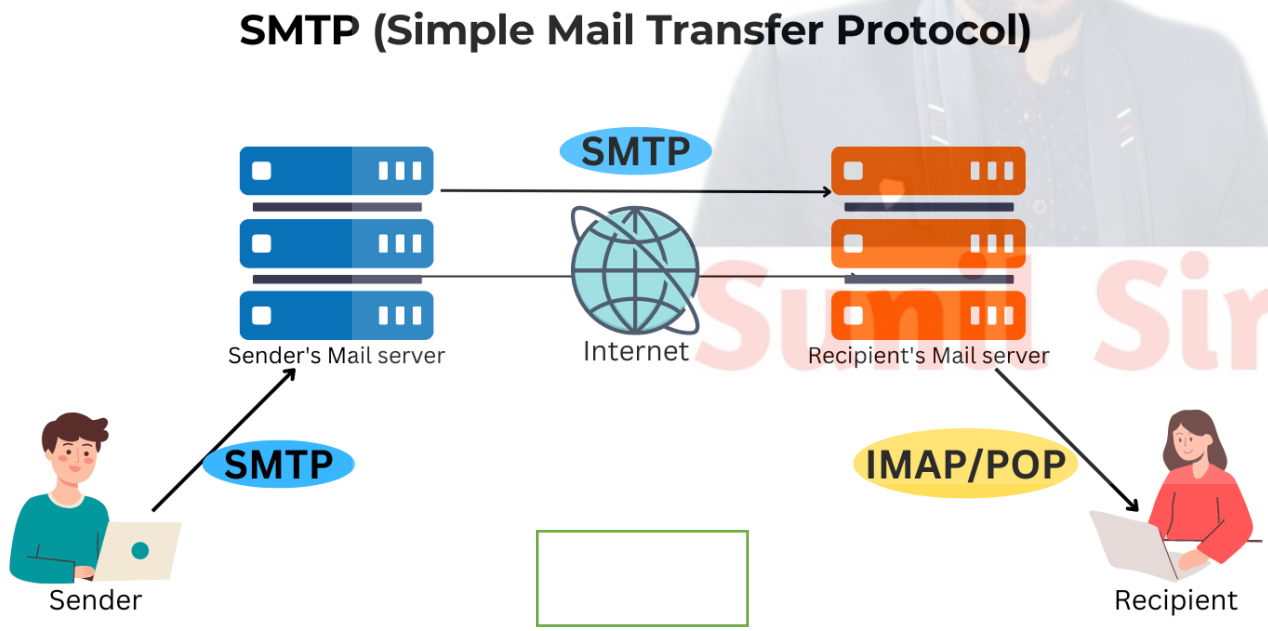
Transmission Control Protocol/Internet Protocol

These are a set of standard rules that allows different types of computers to communicate with each other. The IP protocol ensures that each computer that is connected to the Internet is having a specific serial number called the IP address. TCP specifies how data is exchanged over the internet and how it should be broken into IP packets. It also makes sure that the packets have information about the source of the message data, the destination of the message data, the sequence in which the message data should be re-assembled, and checks if the message has been sent correctly to the specific destination.



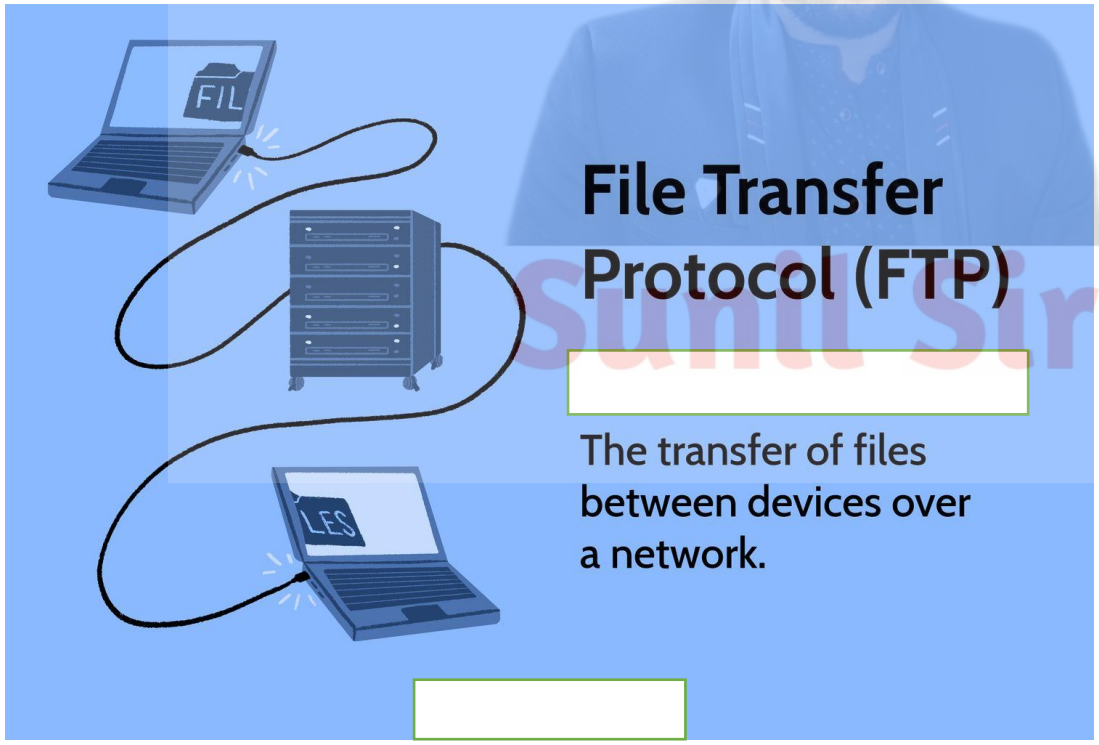
Simple Mail Transfer Protocol

The Simple Mail Transfer Protocol (SMTP) is an Internet standard communication protocol for electronic mail transmission. Mail servers and other message transfer agents use SMTP to send and receive mail messages.



FTP (File Transfer Protocol)

FTP (File Transfer Protocol) is a standard network protocol used for the transfer of files from one host to another over a TCP-based network, such as the Internet. FTP works by opening two connections that link the computers trying to communicate with each other.



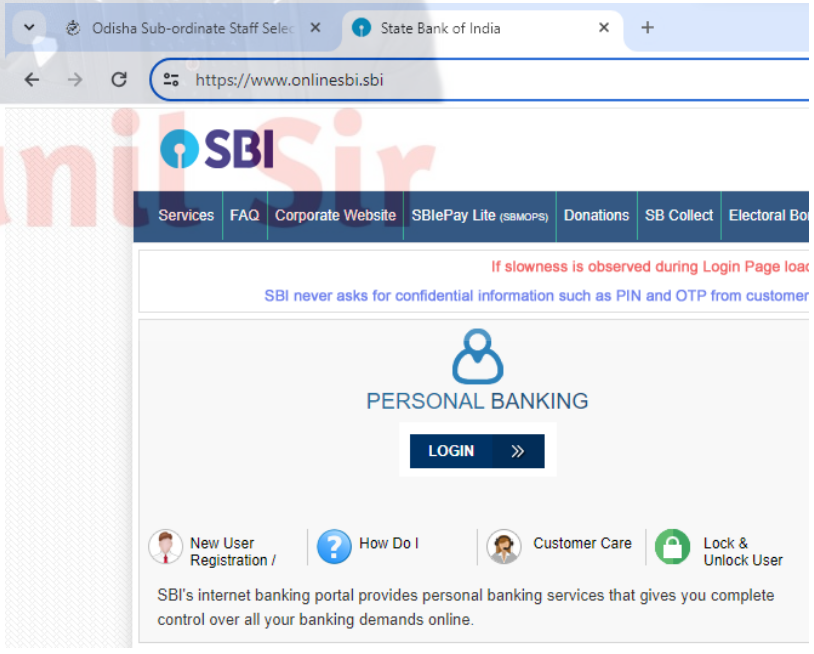
HTTP (Hyper Text Transfer Protocol)

The Hypertext Transfer Protocol (HTTP) is the foundation of the World Wide Web, and is used to load webpages using hypertext links. HTTP is an application layer protocol designed to transfer information between networked devices and runs on top of other layers of the network protocol stack. Whenever a user opens their web browser, the user will indirectly use HTTP as this is the protocol that is being used to share text, images, and other multimedia files on the World Wide Web.

Sunil Sir

HTTPS (HyperText Transfer Protocol Secure)

HTTPS is an extension of the Hypertext Transfer Protocol (HTTP). It is used for secure communication over a computer network .So, generally, a website has an HTTP protocol but if the website is such that it receives some sensitive information such as credit card details, debit card details, OTP, etc then it requires an SSL certificate installed to make the website more secure. So, before entering any sensitive information on a website, we should check if the link is HTTPS or not. If it is not HTTPS then it may not be secure enough to enter sensitive information.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FAQ
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SBIePay Lite (SBMOPS)
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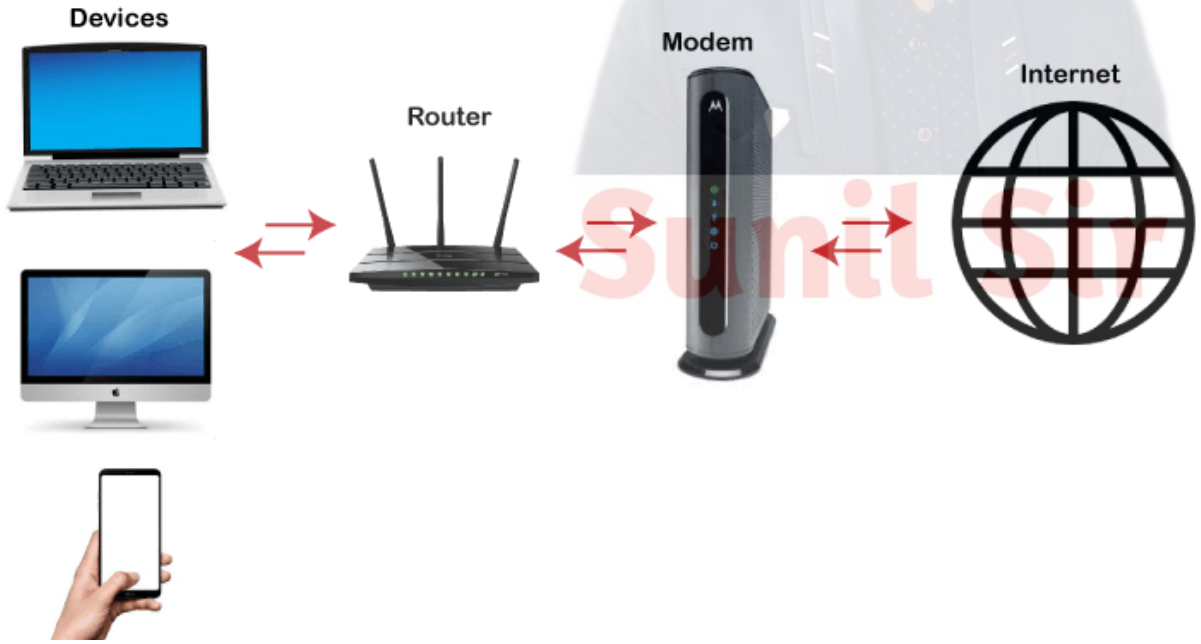
SB Collect
If slowness is observed during Login Page loac
SBI never asks for confidential information such as PIN and OTP from customer
PERSONAL BANKING
LOGIN
New User Registration /
How Do I
Customer Care
Lock & Unlock User
SBI's internet banking portal provides personal banking services that gives you complete control over all your banking demands online.

MODEM

A modem is a network device that both modulates and demodulates analog carrier signals (called sine waves) for encoding and decoding digital information for processing. Modems accomplish both of these tasks simultaneously and, for this reason, the term modem is a combination of “modulate” and “demodulate.”



Router

A router is a hardware device that allows you to connect several computers and other devices to a single internet connection, which is known as a home network. You don't necessarily need to buy a router to connect to the internet.

It's possible to connect your computer directly to your modem using an Ethernet cable. Also, many modems now include a built-in router, so you have the option of creating a network without having to buy more hardware.

Sunil Sir

WEB BROWSER

A web browser is an interface that helps a computer user gain access to all the content that is on the Internet. It can view images, text documents audio and video files, games, etc. More than one web browser can also be installed on a single computer. The user can navigate through files, folders and websites with the help of a browser. When the browser is used for browsing web pages, the pages may contain certain links which can be opened in a new browser. Multiple tabs and windows of the same browser can also be opened.

Sunil Sir

Some popular Web Browsers

Internet Explorer : Internet Explorer (IE) is a product from software giant Microsoft. This is the most commonly used browser.

Safari : Safari is a web browser developed by Apple Inc. and included in Mac OS X.

Firefox : Firefox is a browser derived from Mozilla.

Opera : Opera is smaller and faster than most other browsers, yet it is full- featured, fact, user-friendly, with keyboard interface, multiple windows, zoom functions, and more.

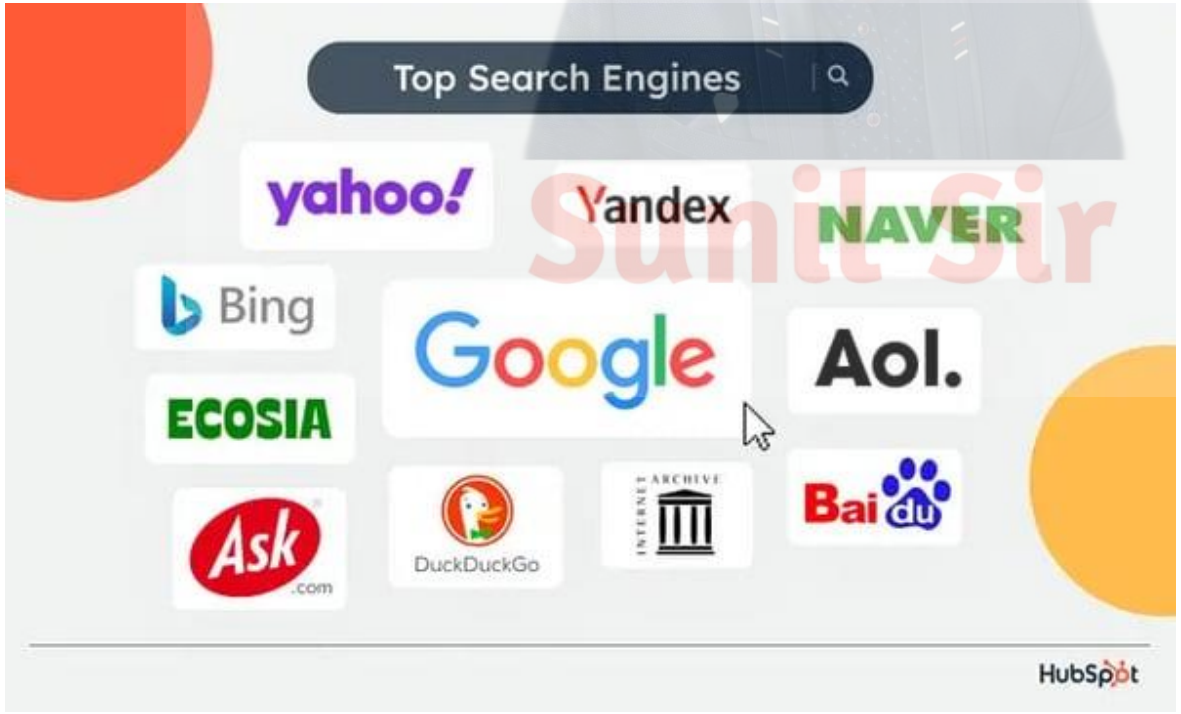
Google Chrome : This web browser was developed by Google.

Sunil Sir

Search Engines

A search engine is an online answering machine, which is used to search, understand, and organize content's result in its database based on the search keywords. To display search results, all search engines first find the valuable result from their database, sort them to make an ordered list based on the search algorithm, and display in front of end-users.

Google, Yahoo! and Bing are some popular examples of search engines.

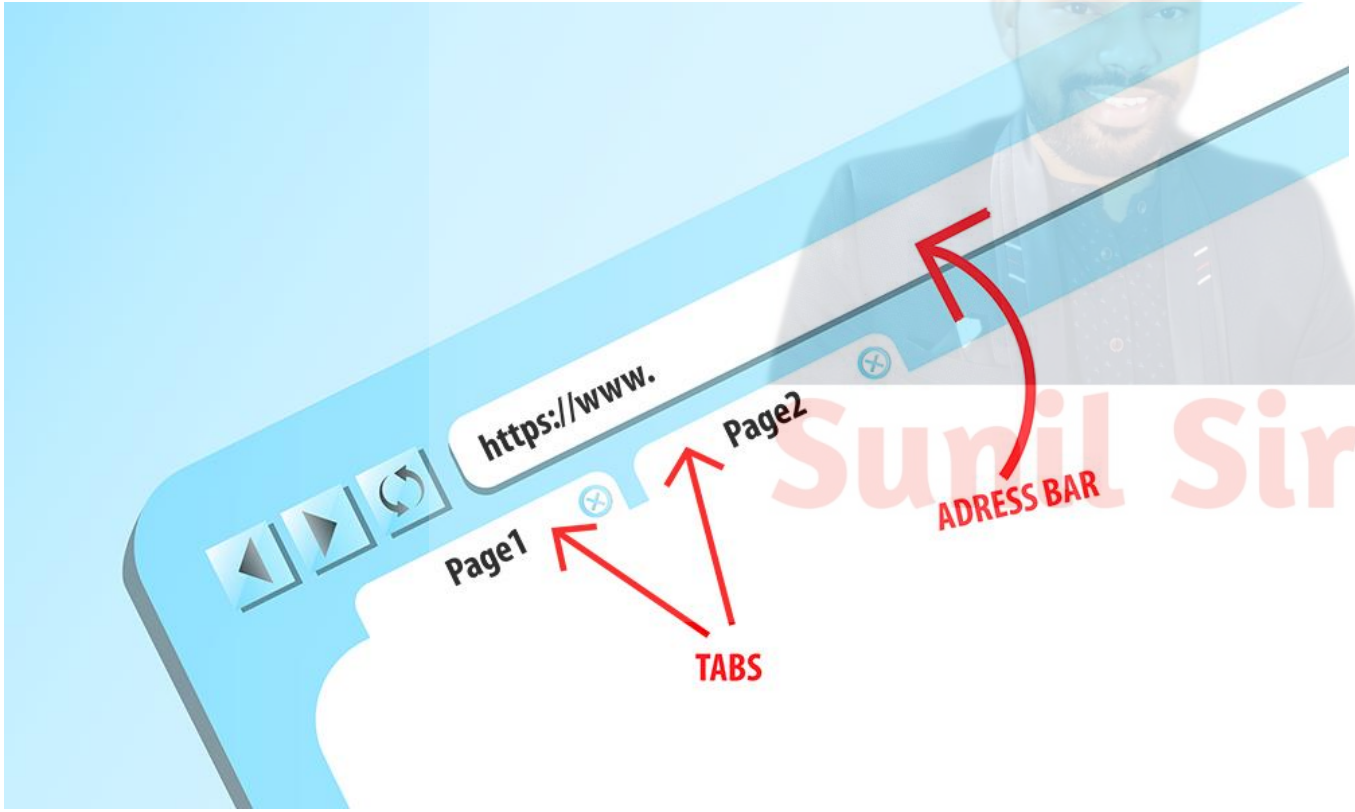


URL (UNIFORM RESOURCE LOCATOR)

A URL is a type of uniform resource identifier and is address of a resource on the World Wide Web and the protocol used to access it. It is used to indicate the location of a web resource to access the web pages. For example, to visit the Sunilsir website, you will go to the URL www.sunilsir.com, which is the URL for the Sunilsir website.

Address Bar

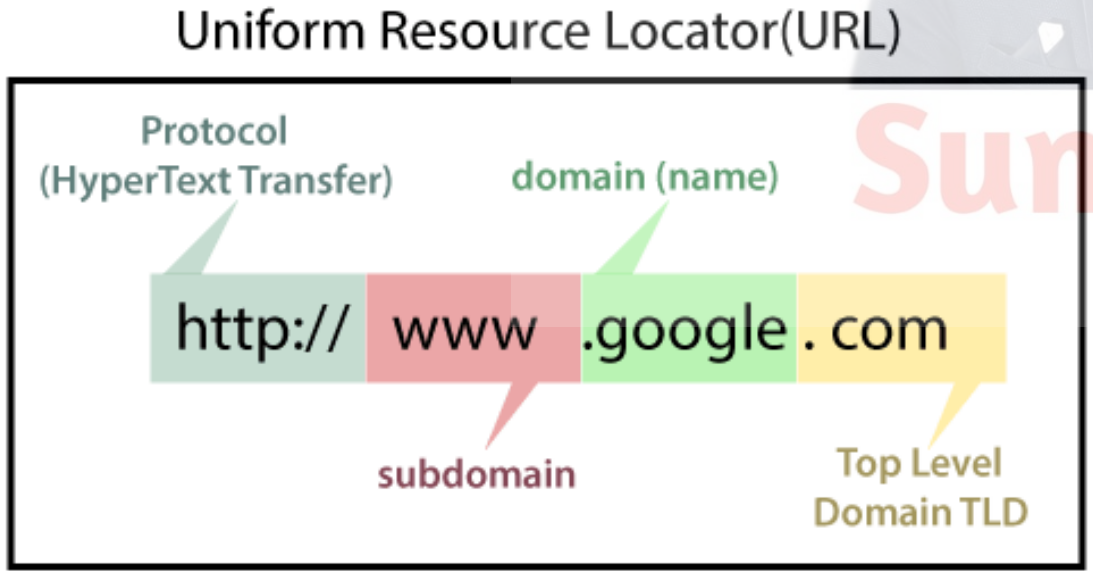
Browsers have an address bar that shows the web address (also called a URL) of the page you are on. To go to a different page, you can type an address in the address bar and then press Enter.



Sunil Sir

Domain Name

A domain name is the identity of one or more IP addresses; for example, the domain name google.com points to the IP address "74.125.127.147". Domain names are invented as it is easy to remember a name rather than a long string of numbers. It would be easy to enter a domain name in the search bar than a long sequence of numbers.



Sunil Sir

Domain Abbreviation

Domains are organised by the type of organisations and by country. A three-letter abbreviation indicating the organisation and usually two-letter abbreviation indicating the country name.

Most common domain abbreviations for organisation

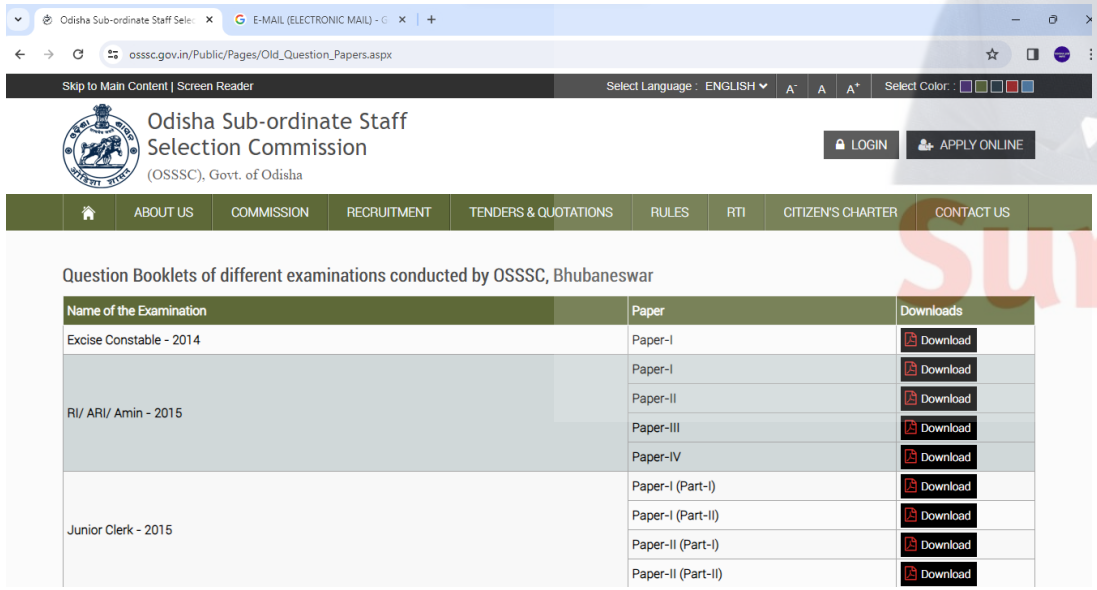
.info - Informational organisation
.com - Commercial
.gov - Government
.edu - Educational
.mil - Military
.net - Network resources
.org - Non-profit organisation

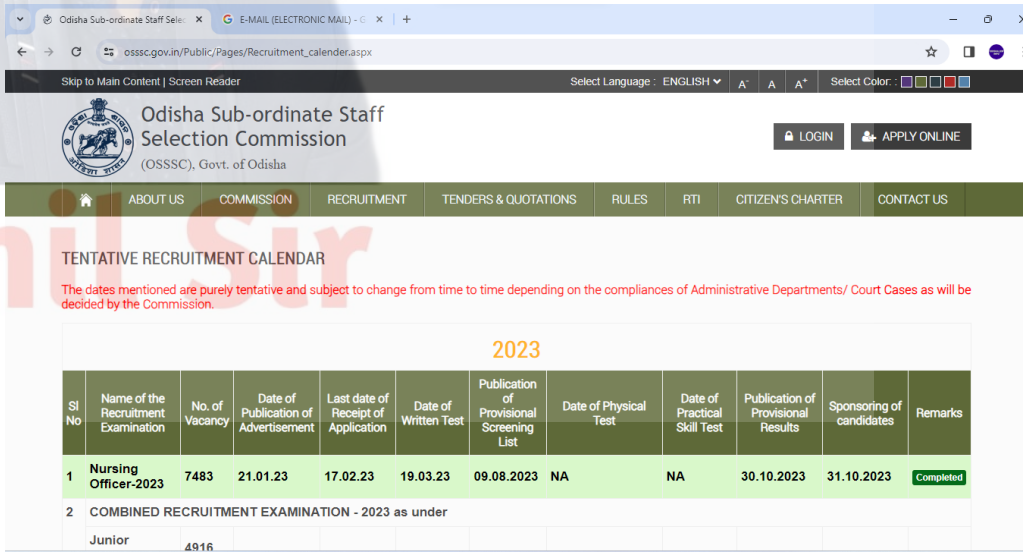
Some domain abbreviations for country

.in - India
.au - Australia
.fr - France
.nz - New Zealand
.uk - United Kingdom

Web Page

Web Page The backbone of the world wide web is made of files, called pages or Web pages, containing information and links to resources - both text and multimedia - throughout the Internet. It is created using HTML. There are basically two main types of web page as static and dynamic. The main or first page of a Website is known as home page.

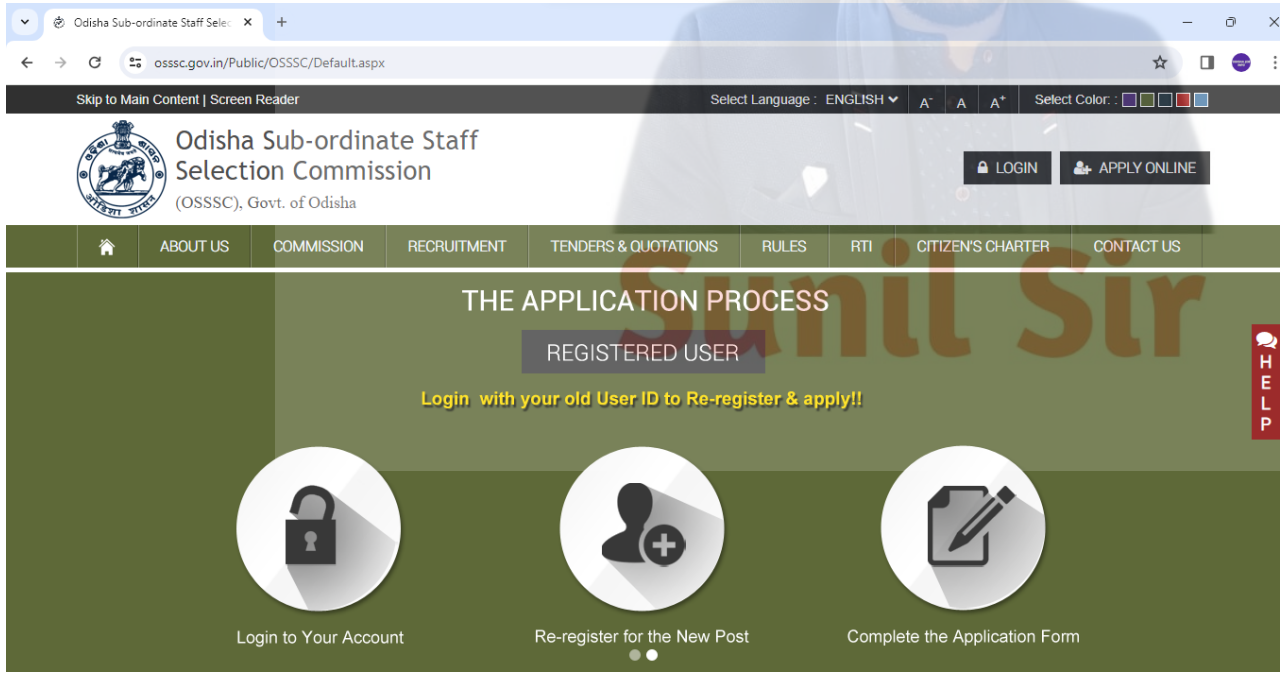




Sunil Sir

WEBSITE

A website is a collection of webpages. For example if there is a company that owns sunilsir.com then this website will have several Webpages like Home, About Us, Contact Us, Products, Services, FAQ's, and others. All of these pages together make up a Website.



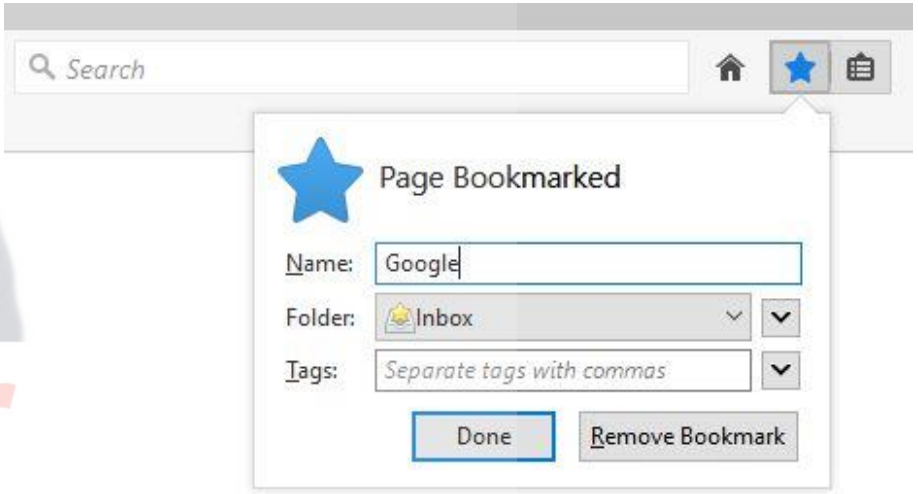
World Wide Web

World Wide Web, which is also known as a Web, is a collection of websites or web pages stored in web servers and connected to local computers through the internet. These websites contain text pages, digital images, audios, videos, etc. Users can access the content of these sites from any part of the world over the internet using their devices such as computers, laptops, cell phones, etc. The WWW, along with internet, enables the retrieval and display of text and media to your device.

Sunil Sir

Bookmarks

If you've found a page you'd like to go back to later, you can add it to your bookmarks (sometimes called favourites). Bookmarks make it easier to find a page later on. Instead of having to remember the exact web address, you can just scroll through your bookmarks until you see the name of the page.



Cookies

Cookies are files created by sites you visit.
They make your online experience easier by saving browsing information.
With cookies, sites can: Keep you signed in.
Remember your site preferences.

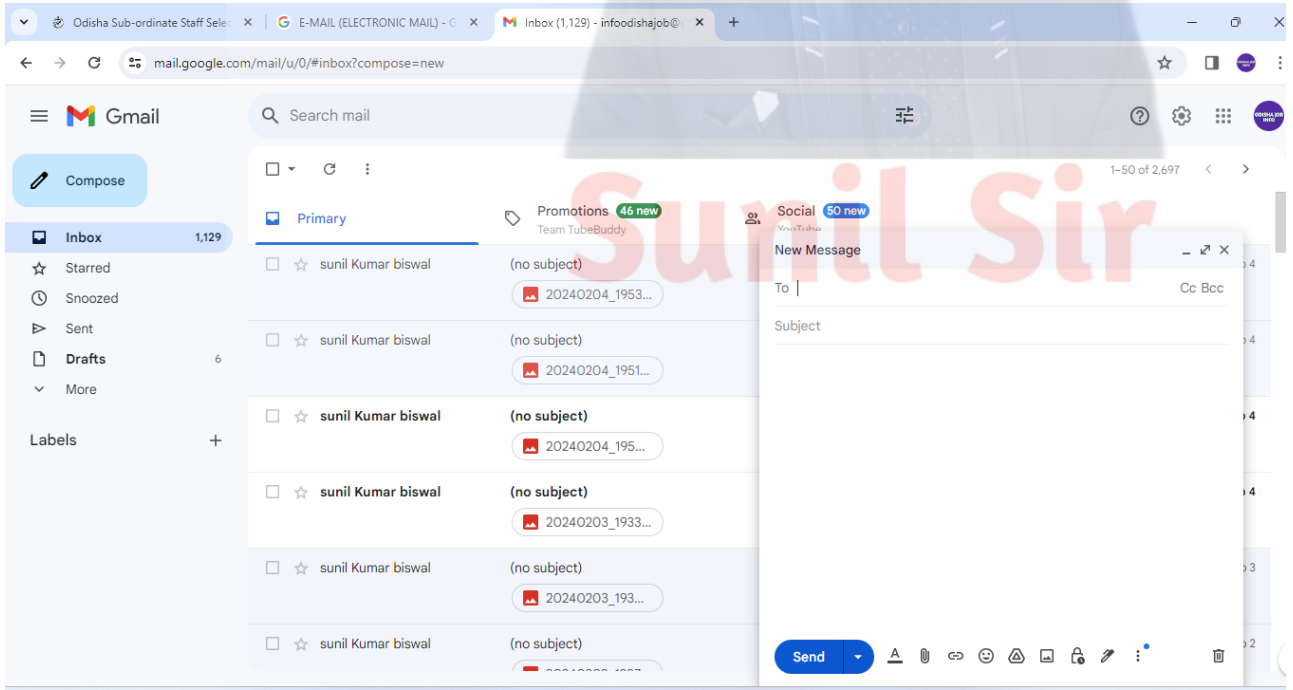
Sunil Sir

E-MAIL (ELECTRONIC MAIL)

E-MAIL is the electronic equivalent of sending a letter.

Email consists of two parts, 1) the header, which contains information about where the message will be sent, and 2) the body, or message.

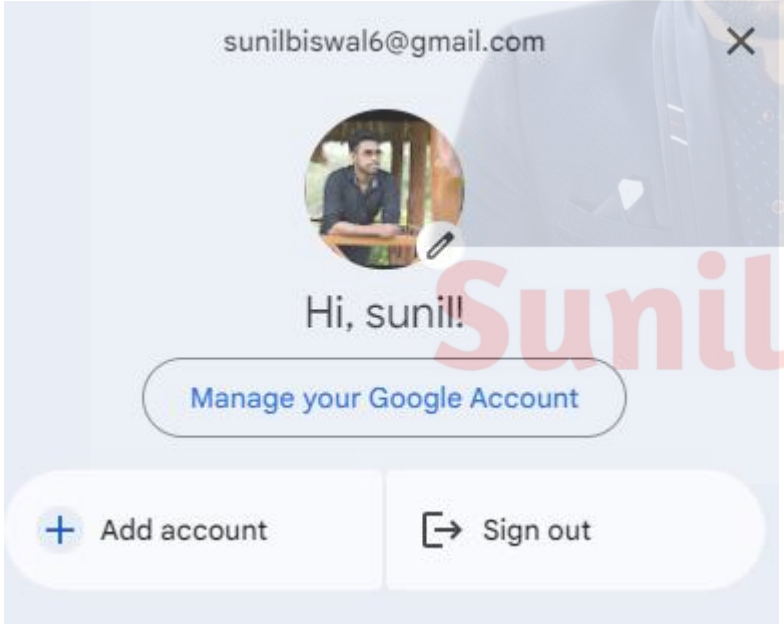
- the email addresses of the person(s) to receive it, i.e. the To:
- the sender's email addresses, i.e. the From:
- the sender may want the email reply sent elsewhere, i.e. Reply to:
- the email addresses of the person(s) to receive the Cc: and Bcc: copies (• the Subject: which tells the receiver of the email what the message is about.



Sunil Sir

Email Address

An email address is made up of two parts: the user ID, i.e. your account name, and the domain name, i.e. the Internet name of the computer where your mail is sent. The two parts are separated by a @. For example, the instructor's email address is: sunilbiswal6@gmail.com.



Sunil Sir

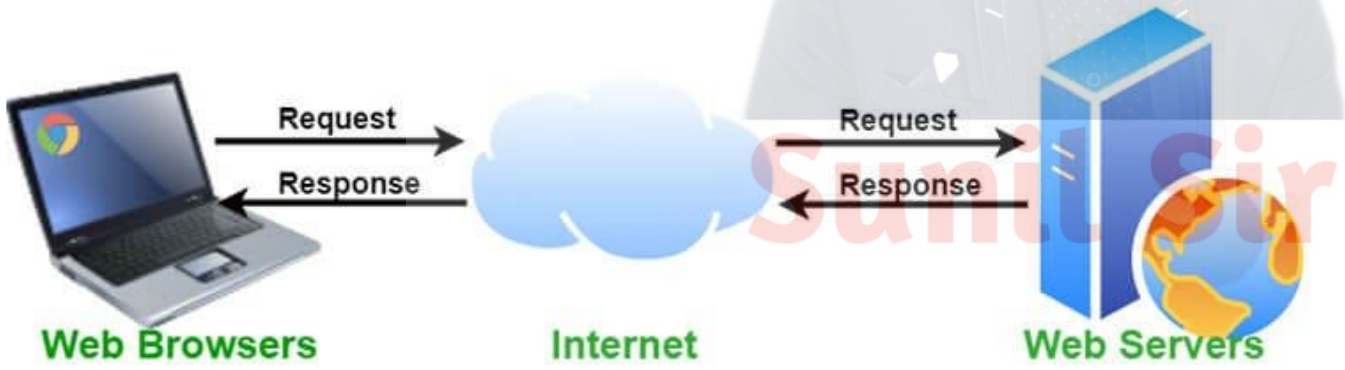
E-commerce

E-commerce (Electronic Commerce) includes sharing business information, maintaining business relationships and conducting business transactions by means of telecommunication networks or process of trading goods over the Internet.

Ecommerce is a method of buying and selling goods and services online.

Web Server

Web server is a computer that stores web server software and a website's component files (for example, HTML documents, images and JavaScript files). A web server connects to the Internet and supports physical data interchange with other devices connected to the web.



MASTER IN COMPUER KNOWLEDGE

RI, ICDS, ARI, AMIN,SFS, LI, FORESTER, FOREST GUARD

100 PRACTICE MCQ INTERNTE

CLASS - 34

Question : 1

The interconnection of networks all across the world is known as

A. Communication

B. Internet

C. Web page

D. Ethernet

Ans - B

Question : 2

The internet also known simply as _____

A. Website

B. WWW

C. NET

D. WEB

Ans - C

Question : 3

The origin of the internet was developed from the concept of

A. Microsoft

B. IBM

C. ARPANET

D. Web

Ans - C

Question : 4

A set of rules followed by each computer present on a network is called

A. Web

B. HTTP

C. Domain

D. Protocol

Ans - D

Question : 5

The Internet allows to

A. send electronic mail

B. view Web pages

C. connect to servers all around the world

D. All of the above

Ans - D

Question : 6

DSL is an example of which connection?

A. Network

B. Wireless

C. Slow

D. Broadband

Ans - D

Question : 7

Each computer connected to the internet must

A. have a modern connection

B. be an IBM PC

C. have a unique IP address

D. be internet compatible

Ans - C

Question : 8

The piece of hardware that converts you computer’s digital signal to an analog signal that can travel over telephone lines is called a ?

A. CPU

B. Motherboard

C. Tower

D. Modem

Ans - D

Question : 9

A computer communicates with other computers on the internet through

A. IP

B. TCP/IP

C. HTTPS

D. Web browser

Ans - B

Question : 10

_____ to transmit information on the World Wide Web.

A. URL

B. HPPT

C. HTTP

D. HTTTP

Ans - C

Question : 11

What is URL?

A. The address of a document or ‘page’ on the world wide web

B. An acronym for unlimited resource for learning

C. A type of programming object

D. A computer program

Ans - A

Question : 12

Which of the following is refers to the main page of a website?

A. Bookmark

B. Browser page

C. Home page

D. Search page

Ans - C

Question : 13

_____ is the exchange of computer stored messages by telecommunication.

A. Download

B. E-mail

C. Upload

D. All of these

Ans - B

Question : 14

Which is the slowest Internet connection service?

A. Satellite

B. Dial up

C. Digital subscriber line

D. Cable

Ans - B

Question : 15

Which of the following is used to write web pages?

A. URL

B. FTP

C. HTML

D. HTTP

Ans - C

Question : 16

Junk E-mail is also called

A. Spoof

B. Spam

C. Copple crumbs

D. sniffer script

Ans - B

Question : 17

A _____ is a software program used to view Web pages ?

A. site

B. host

C. link

D. browser

Ans - D

Question : 18

A (n) _____ appearing on a web page opens another document when clicked ?

A. anchor

B. URL

C. hyperlink

D. reference

Ans - C

Question : 19

While sending an e-mail, the ___ line describes the contents of the message ?

A. subject

B. to

C. contents

D. cc

Ans - A

Question : 20

The _____enables you to simultaneously keep multiple Web pages open in one browser window ?

A. tab box

B. pop-up helper

C. tab row

D. address bar

Ans - A

Question : 21

The process of transferring files from a computer on the Internet to your computer is called ?

A. Downloading

B. uploading

C. FTP

D. JPEG

Ans - A

Question : 22

Mobile Commerce is best described as ?

A. The use of kiosks in marketing

B. Transporting products

C. Buying and selling goods/services through wireless handheld devices

D. Using notebook PCs in marketing

Ans - C

Question : 23

The ____ folder retains copies of messages have started but are not yet ready to send ?

A. Drafts

B. Outbox

C. Address

D. Sent Items

Ans - A

Question : 24

Unsolicited commercial email is commonly known as ?

A. spam

B. junk

C. hoaxes

D. hypertext

Ans - A

Question : 25

To reload a Web page, press the _____ button ?

A. Redo

B. Reload

C. Restore

D. Refresh

Ans - D

Question : 26

An educational institution would generally have the following in its domain name ?

A. .org

B. .edu

C. .inst

D. .com

Ans - B

Question : 27

Which of the following cannot be part of an email address ?

A. Period (.)

B. At sign (@)

C. Space ()

D. Underscore (_)

Ans - C

Question : 28

What is the storage area for email messages called ?

A. A folder

B. A directory

C. A mailbox

D. The hard disk

Ans - C

Question : 29

If you are going to a site you use often, instead of having to type in the address every time, you should ?

A. save it as a file

B. make a copy of it

C. bookmark it

D. delete it

Ans - C

Question : 30

Sending an E-mail is similar to ?

A. writing a letter

B. drawing a picture

C. talking on the phone

D. sending a package

Ans - A

Question : 31

Which of the following is not an example of web browser?

A. Safari

B. Google Chrome

C. Internet Explorer

D. Google

Ans - D

Question : 32

Which of the following is required to create an HTML document?

A. Search engine

B. Internet

C. Browser

D. Text editor

Ans - D

Question : 33

A chat is ?

A. an internet standard that allows users to upload and download files

B. a typed conversation that takes place on a computer

C. an online area in which users conduct written discussions about a particular subject

D. the transmission of messages and files via a computer network

Ans - B

Question : 34

The collection of links throughout the Internet creates an interconnected network called the

A. Modem

B. Router

C. Hardware

D. World Wide Web

Ans - D

Question : 35

Which of the following domains is used by profit business?

A. .com

B. .edu

C. .net

D. .org

Ans - A

Question : 36

The file that is linked with an e-mail and sent to the receiver of the e-mail is referred to as _____ ?

A. Link

B. PDF

C. add-on

D. attachment

Ans - D

Question : 37

The Internet service that provides a multimedia interface to available resources is called

A. File Transfer Protocol

B. Gopher

C. World Wide Web (Web)

D. Telnet

Ans - C

Question : 38

Inventor of www (World wide web) is _____

A. Bill Gates

B. Lee. N. Feyong

C. Tim Berners Lee

D. Vint Cerf

Ans - C

Question : 39

A computer network that is used to controlled access from outside of an organization’s intranet is called

A. Intranet

B. Frame

C. Extranet

D. ISP

Ans - C

Question : 40

Which of the following statement is not correct about IP address?

A. IP address is always unique for each computer.

B. An IP address consists of four bytes (or 32 bits) each of which can be a number from 0 to 255.

C. For browsing or sending an email, an IP address assigned to the computer is required.

D. All are correct

Ans - D

Question : 41

A unique name used in the URLs that identify website is called

A. domain name

B. IP

C. TCP

D. Host

Ans - A

Question : 42

Which of the following statement is not correct about the webpage?

A. Webpage is a document that is displayed in the web browser on www.

B. Static webpage contains fixed information to visitors that are not frequently changed.

C. In a dynamic webpage, information frequently changes.

D. All of the above are correct.

Ans - D

Question : 43

A computer that is used to store data or information for users on the internet is called

A. web server

B. web client

C. web database

D. web application

Ans - A

Question : 44

To join the internet, the computer has to be connected to a _____

A. internet architecture board

B. internet society

C. internet service provider

D. different computer

Ans - C

Question : 45

Internet works on _____

A. packet switching

B. circuit switching

C. both packet switching and circuit switching

D. data switching

Ans - A

Question : 46

SMTP is a

A. Networking protocol

B. Protocol used for transferring message between end user and Mail Server

C. Encryption standard

D. Protocol used for smart card message interchange

Ans - B

Question : 47

Which device is required to establish an internet connection on a computer?

A. Modem

B. Router

C. ISP

D. Both a and b

Ans - D

Question : 48

Which among the following is a search engine?

A. Firefox

B. Google

C. Chrome

D. Internet Explorer

Ans - B

Question : 49

A cookie

A. Stores the password of the user

B. Stores information about the user’s web activity

C. Stores the commands used by the user

D. Stores software developed by the user

Ans - B

Question : 50

A website is a collection of ____

A. Programs

B. Algorithms

C. Charts

D. Web pages

Ans - D

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100 PRACTICE MCQ INTERNTE

CLASS - 35

Question : 51

Who was the founder of internet

A. Charles Babbage

B. Vint Cerf

C. Newton

D. Tim Berner lie

Ans - B

Question : 52

What are the two parts of an e-mail address ?

A. User name and street address

B. Legal name and phone number

C. User name and domain name

D. Initial and password

Ans - C

Question : 53

What’s considered the ‘backbone’ of the World Wide Web ?

A. Uniform resource locator (URL)

B. Hypertext mark-up language (HTML)

C. Hypertext transfer protocol (HTTP)

D. File transfer protocol (FTP)

Ans - C

Question : 54

A network that is connected to the Internet, but uses encryption to scramble all the data sent through the Internet is called ?

A. My network

B. Virtual Private Network

C. Social Network

D. None of these

Ans - B

Question : 55

Which of the following is an e-mail service provider?

A. FireFox

B. Chrome

C. Yahoo

D. Internet Explorer

Ans - C

Question : 56

It is usually called the web for short _____ is a collection of different websites you can access through the Internet.

A. internet

B. web browser

C. search engine

D. world wide web

Ans - D

Question : 57

What’s a web browser ?

A. A kind of spider

B. A computer that store www files

C. A person who likes to look at websites

D. A software program that allows you to access sites on the world wide web

Ans - D

Question : 58

Which of the following Web Browser is developed by Microsoft ?

A. Chrome

B. Internet Explorer

C. Mozilla

D. Opera

Ans - B

Question : 59

You can use the _____ bar to type a URL, and display a Web page, or type a keyword to display a list of related Web pages ?

A. Menu

B. Title

C. Search

D. Address

Ans - D

Question : 60

A host on the internet finds another host by its

A. Postal address

B. IP address

C. Electronic Address

D. None of these

Ans - B

Question : 61

What is Microsoft Edge?

A. An Icon

B. A File Manager

C. A Browser

D. The Internet

Ans - C

Question : 62

FTP is used for

A. Uploading files

B. Downloading files

C. Both A and B

D. None of these

Ans - C

Question : 63

Verification of a login name and password is known as

A. configuration

B. accessibility

C. authentication

D. logging in

Ans - C

Question : 64

A collection of computers used for online data storage through the Internet is _____ called .

A. mainframe computer

B. micro-computer

C. cloud computer

D. Laptop

Ans - C

Question : 65

Outlook Express is a _____

A. E-Mail Client

B. Browser

C. Search Engine

D. None of the above

Ans - A

Question : 66

A keyword search engines:

A. allows all users to change its content

B. returns a list of sites that have been reviewed by humans

C. returns a list of sites based on the search terms you enter

D. searches a variety of other search engines

Ans - C

Question : 67

Most mail programs automatically complete the following two parts in an e-mail ?

A. From : and Body :

B. From : and Date :

C. From : and To :

D. From : and Subject :

Ans - B

Question : 68

_____ programs are automatically loaded and operates as a part of browser.

A. Add-ons

B. Utilities

C. Widgets

D. Plug-ins

Ans - D

Question : 69

A wireless network uses _____ waves to transmit signals.

A. mechanical

B. radio

C. sound

D. Magnetic

Ans - B

Question : 70

If you receive an E-mail from someone you don’t know, what should you do?

A. Forward it to the police immediately

B. Delete it without opening it

C. Open it and respond to them saying you don’t know them

D. Reply and ask them for their personal information

Ans - B

Question : 71

What will happen if the email does not contain the subject while sending?

A. Mail will not be sent

B. Mail will be sent normally

C. Prompt asking to send mail without subject

D. None of these

Ans - C

Question : 72

Which of the following fields of an e-mail hides the identity of the recipients?

A. To

B. From

C. Cc

D. Bcc

Ans - D

Question : 73

Website is a collection of

A. HTML documents

B. Graphic files

C. Audio and Video files

D. All of the above

Ans - D

Question : 74

The _____ which contains billions of documents called Web pages, is one of the more popular services on the Internet.

A. Web server

B. telnet

C. Web

D. Collection

Ans - A

Question : 75

_____ makes it possible for shoppers to make purchases using their computers ?

A. E-world

B. E-commerce

C. E-spend

D. E-business

Ans - D

Question : 76

In HTML, tags consists of keywords enclosed within

A. flower brackets

B. angular brackets <>

C. parentheses ()

D. square brackets [ ]

Ans - B

Question : 77

Documents converted to _____ can be published to the Web.

A. .doc file

B. http

C. machine language

D. HTML

Ans - D

Question : 78

Which of these is correct email address?

A. userName@website@com

B. userName.website.com

C. userName.website@com

D. userName@website.com

Ans - D

Question : 79

An IP address is _____ bit number.

A. 8 bit

B. 16 bit

C. 32 bit

D. 64 bit

Ans - C

Question : 80

Programs that automatically submit your search request to several search engines simultaneously are called _____

A. metasearch engines

B. inclusive search engines

C. spiders

D. Hits

Ans - A

Question : 81

The server on the internet is also known as

A. Repeater

B. Host

C. Gateway

D. AND Gate

Ans - B

Question : 82

These are sites that allows you to connect with other people with the same interests or background.

A. Social Media

B. Social Network

C. Social News

D. Media Sharing

Ans - B

Question : 83

What kind of Protocol is used to provide Internet access from mobile?

A. TCP/IP

B. ISD

C. WAP

D. HTTP

Ans - C

Question : 84

A good password must contain?

A. Capital and small case alphabets

B. At least one number

C. At least one alphanumeric character

D. All of these

Ans - D

Question : 85

Granting an outside organization access to Internet web pages is often implemented using a(an)

A. Extranet

B. Intranet

C. Internet

D. Hacker

Ans - A

Question : 86

Internet explorer falls under

A. Operating System

B. Compiler

C. Browser

D. IP address

Ans - C

Question : 87

For web navigation following software is/are used :

A. Google Chrome

B. Mozilla Firefox

C. Internet Explorer

D. All of these

Ans - D

Question : 88

Free of cost repair of software bug available on internet is called

A. Version

B. FAR

C. Patch

D. Add-on

Ans - C

Question : 89

_____ shows the files, folders, and drives on your computer, making it easy to navigate from one location to another within the file hierarchy.

A. Microsoft Internet Explorer

B. Windows Explorer

C. My Computer

D. Folders Manager

Ans - B

Question : 90

In order to upload a HTML file to a web server, you use _____

A. HTTP

B. SMTP

C. TCP

D. FTP

Ans - D

Question : 91

Which of the following is an example of a top-level domain (TLD)?

A. .com

B. www

C. http

D. ftp

Ans - A

Question : 92

The rate of data transfer in case of internet connections is called ____

A. Backbone

B. Gateway

C. Bandwidth

D. Server

Ans - C

Question : 93

Which device connects two or more dissimilar devices?

A. Modem

B. Backbone

C. Gateway

D. All of these

Ans - C

Question : 94

Data Transfer rates are expressed in _____

A. Bits per second

B. Kilobits per second

C. Gigabyte per second

D. None of these

Ans - A

Question : 95

Which technology converts electrical signals into light signals for connecting to Internet?

A. Dial-Up Connection

B. Digital Subscriber Line

C. Cable

D. Fibre Optic Cable

Ans - D

Question : 96

In order to use cable for browsing web you will need

A. A cable modems

B. Network Interface Card (NIC)

C. Both of Above

D. None of These

Ans - C

Question : 97

Which of the following must be contained in a URL?

A. A protocol identifier

B. The letters, WWW

C. The unique registered domain name

D. A protocol identifier, WWW and the unique registered domain name

Ans - D

Question : 98

Which on the following is most commonly used to identify return visitors to a website?

A. logged-in visitors

B. digital certificates

C. electronic time stamping

D. cookies

Ans - D

Question : 99

Each IP packet must contain

A. only source address

B. only destination address

C. source and destination addresses

D. source or destination address

Ans - C

Question : 100

A digital page which contains text, hyperlink, videos, audios, images, tables etc. is called _____

A. Web Page

B. Web site

C. Home Page

D. All of these

Ans - A

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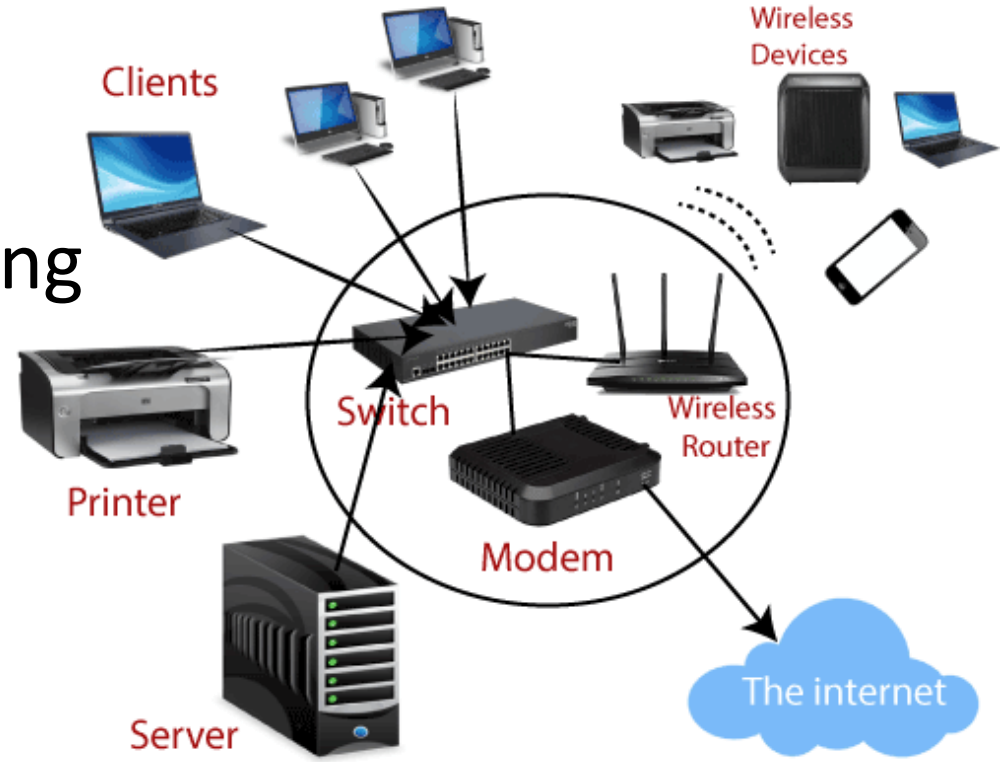
Computer Networks

CLASS - 36

Computer Networks

A computer network is an interconnection among two or more computers or computing devices. Such interconnection allows computers to share data and resources among each other. In a communication network, each device that is a part of a network and that can receive, create, store or send data to different network routes. In the context of data communication, a node can be a device such as a modem, hub, bridge, switch, router, digital telephone handset, a printer, a computer or a server.



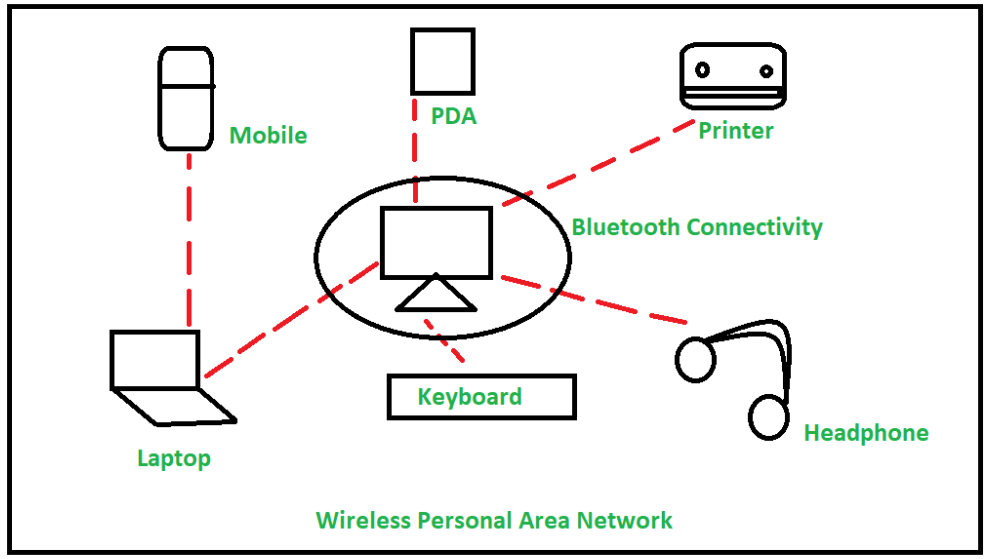
Types of Networks

Based on the geographical area covered and data transfer rate, computer networks are broadly categorised as:

- PAN (Personal Area Network)
- LAN (Local Area Network)
- MAN (Metropolitan Area Network)
- WAN (Wide Area Network)

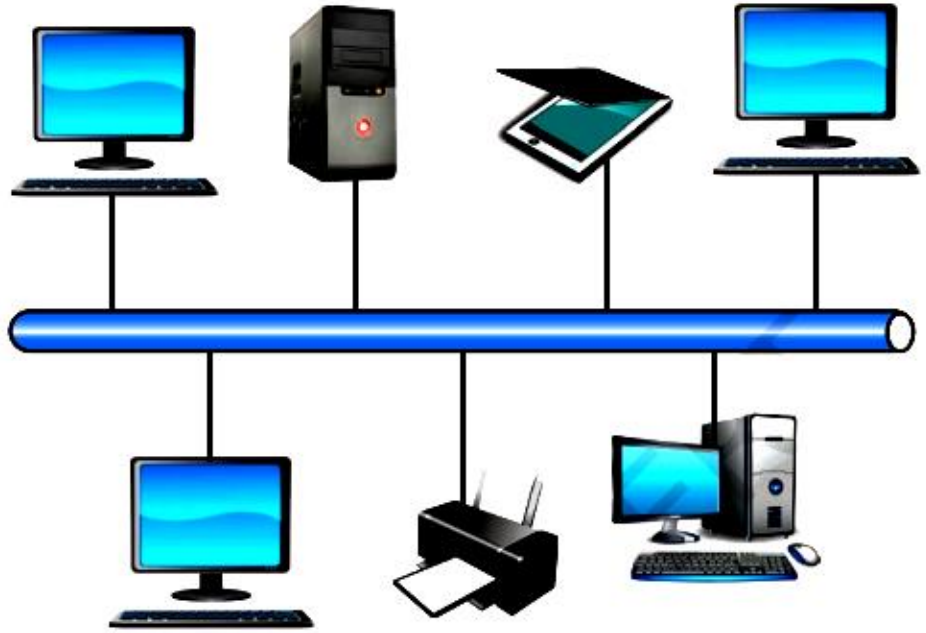
Personal Area Network (PAN)

Personal Area Network (PAN) It is a network formed by connecting a few personal devices like computers, laptops, mobile phones, smart phones, printers etc. All these devices lie within an approximate range of 10 meters. A personal area network may be wired or wireless. For example, a mobile phone connected to the laptop through USB forms a wired PAN while two smartphones communicating with each other through Bluetooth technology form a wireless PAN or WPAN.



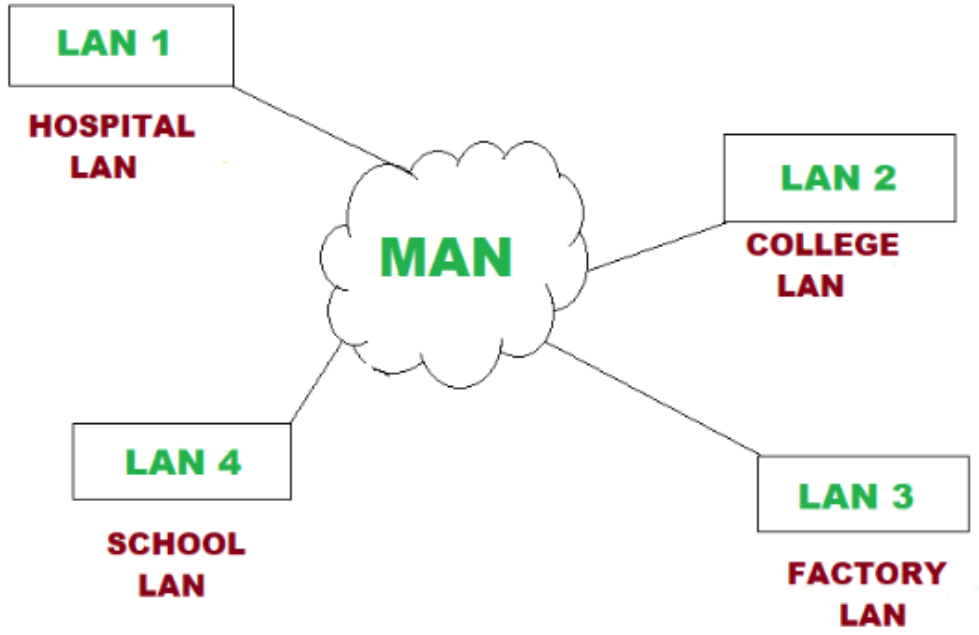
Local Area Network (LAN)

Local Area Network (LAN) It is a network that connects computers, mobile phones, tablet, mouse, printer, etc., placed at a limited distance. The geographical area covered by a LAN can range from a single room, a floor, an office having one or more buildings, laboratory, a school, college, or university campus. The connectivity is done by means of wires, Ethernet cables, fiber optics, or Wi-Fi.



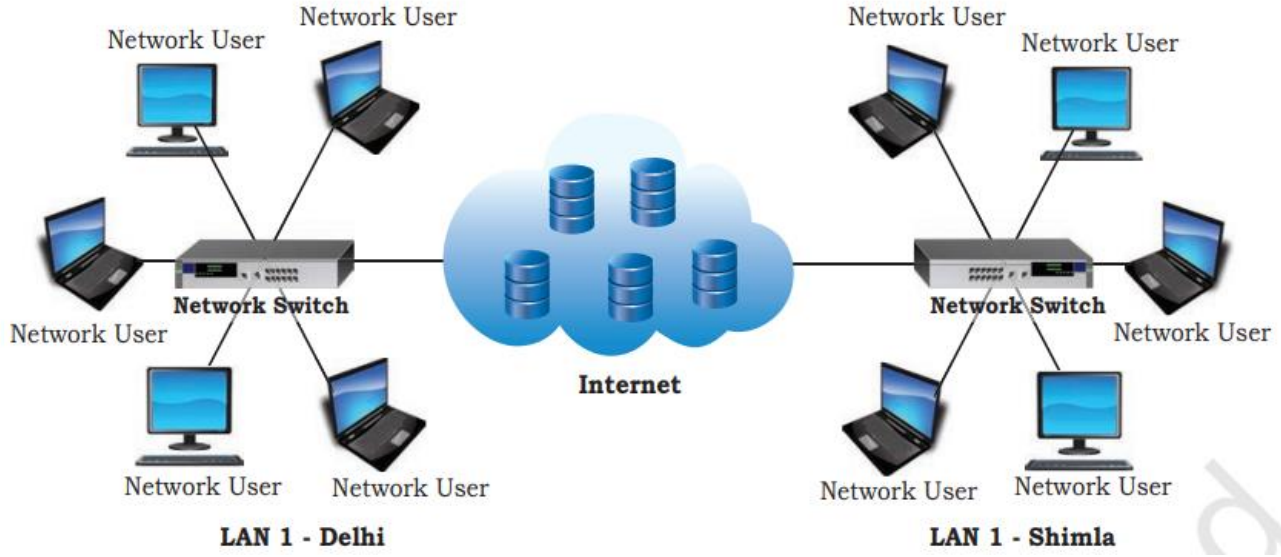
Metropolitan Area Network (MAN)

Metropolitan Area Network (MAN) is an extended form of LAN which covers a larger geographical area like a city or a town. Data transfer rate in MAN also ranges in Mbps, but it is considerably less as compared to LAN. Cable TV network or cable based broadband internet services are examples of MAN. This kind of network can be extended up to 30-40 km.



Wide Area Network (WAN)

Wide Area Network connects computers and other LANs and MANs, which are spread across different geographical locations of a country or in different countries or continents. Large business, educational and government organisations connect their different branches in different locations across the world through WAN. The Internet is the largest WAN that connects billions of computers, smartphones and millions of LANs from different continents.



Networking Topologies

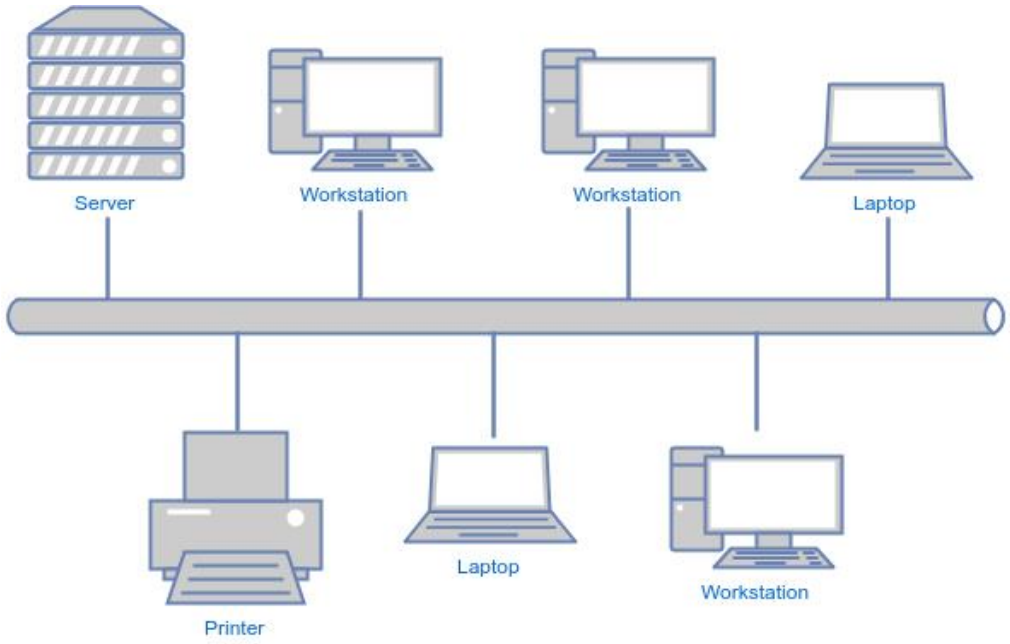
The arrangement of computers and other peripherals in a network is called its topology. In Computer Network ,there are various ways through which different components are connected to one another. Network Topology is the way that defines the structure, and how these components are connected to each other.

Types of Network Topology

- Bus Topology
- Ring Topology
- Star Topology
- Tree Topology
- Mesh Topology
- Hybrid Topology

Bus Topology

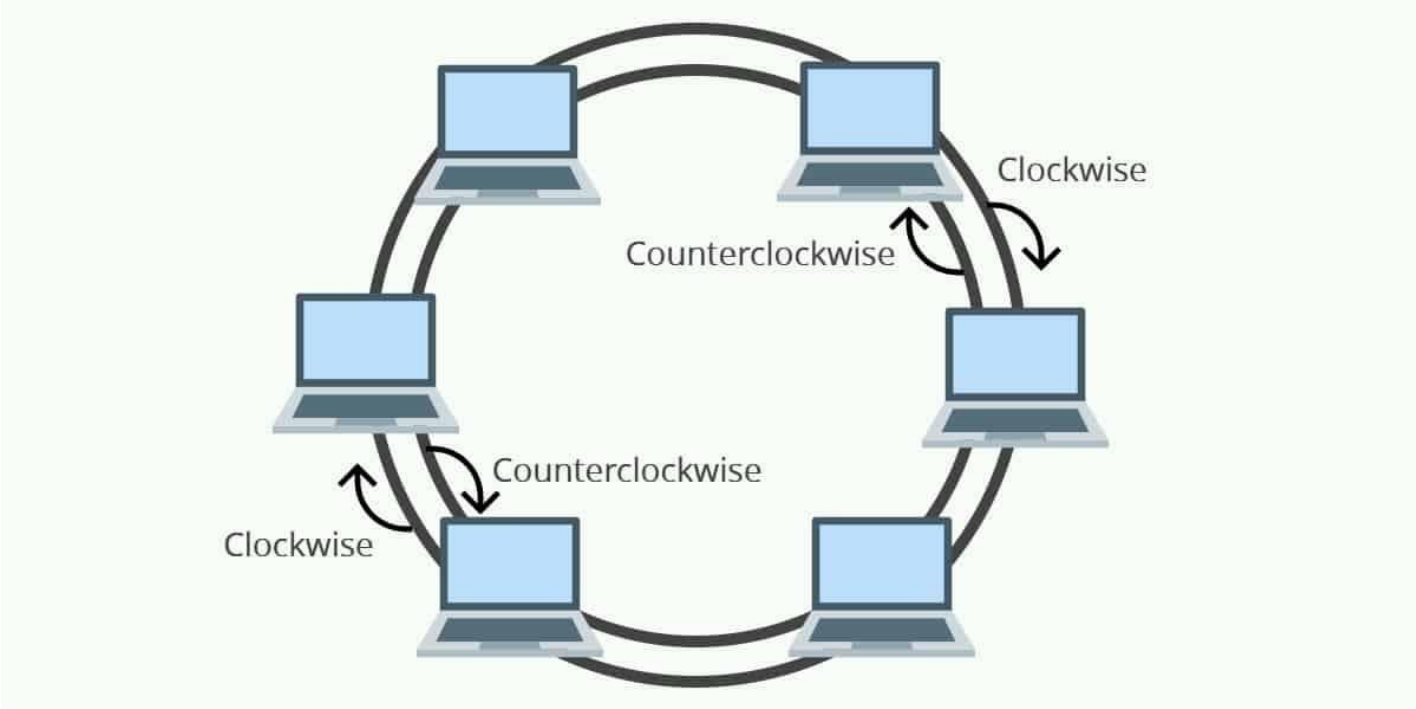
Bus Topology is a network type in which every computer and network device is connected to a single cable. It is bi-directional. It is a multi-point connection and a non-robust topology because if the backbone fails the topology crashes. Bus topologies are considered to be less secure and less reliable.



Bus Topology Network

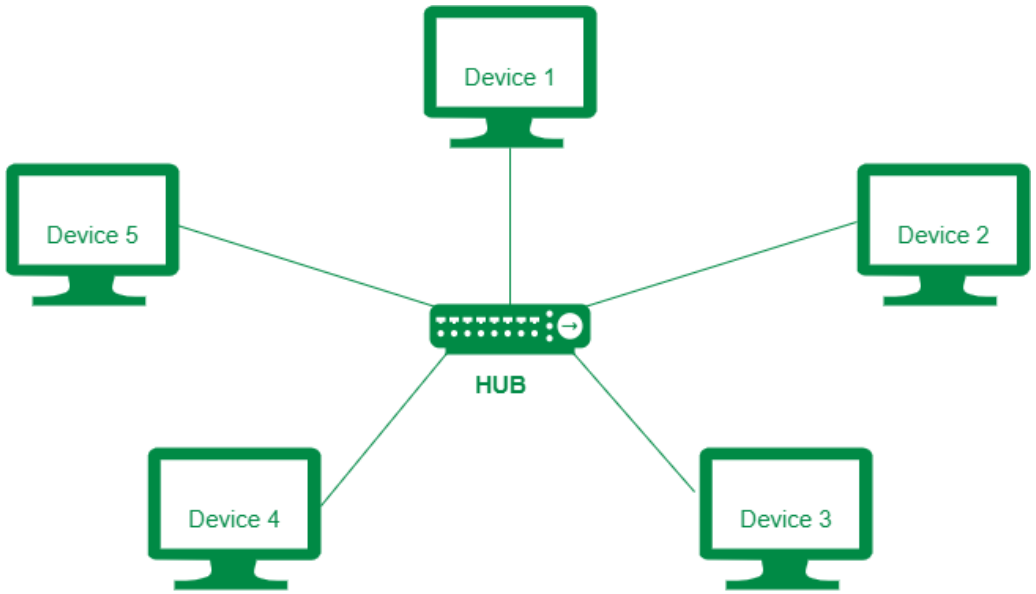
Ring Topology

In ring topology, each node is connected to two other devices, one each on either side. The nodes connected with each other thus forms a ring. The link in a ring topology is unidirectional. Thus, data can be transmitted in one direction only (clockwise or counterclockwise).



Star Topology

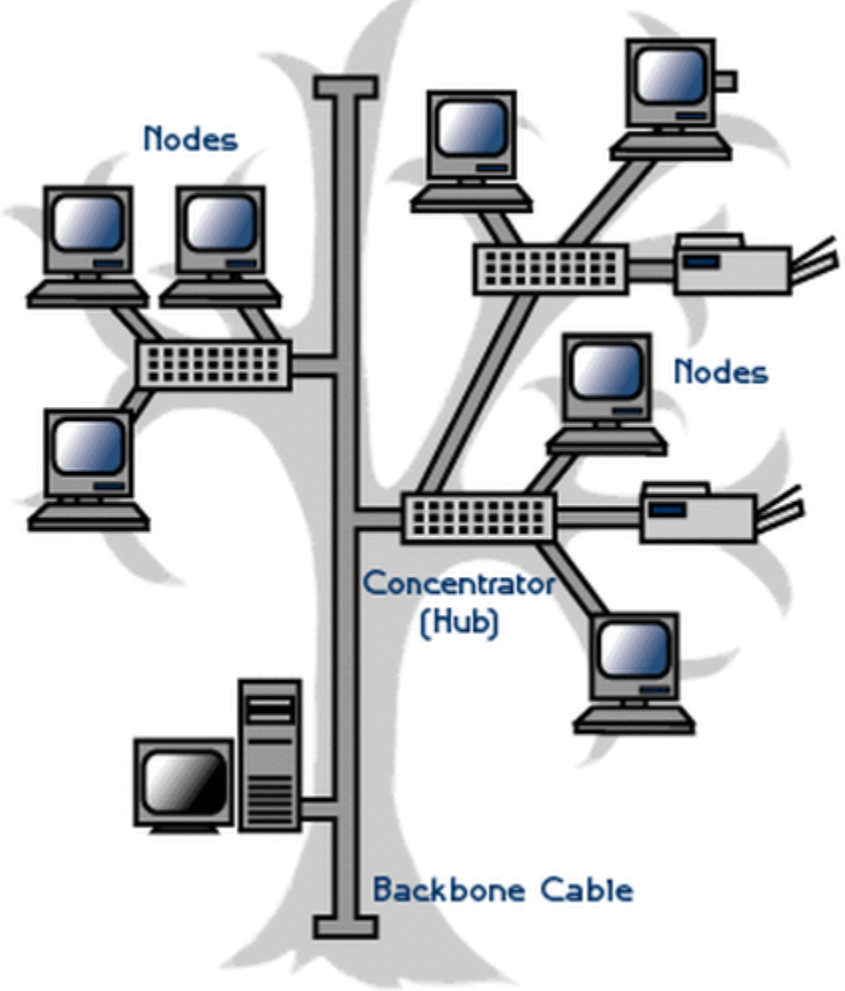
In star topology, each communicating device is connected to a central node, which is a networking device like a hub or a switch. Star topology is considered very effective, efficient and fast as each device is directly connected with the central device. Although disturbance in one device will not affect the rest of the network, any failure in a central networking device may lead to the failure of complete network.



Star Topology

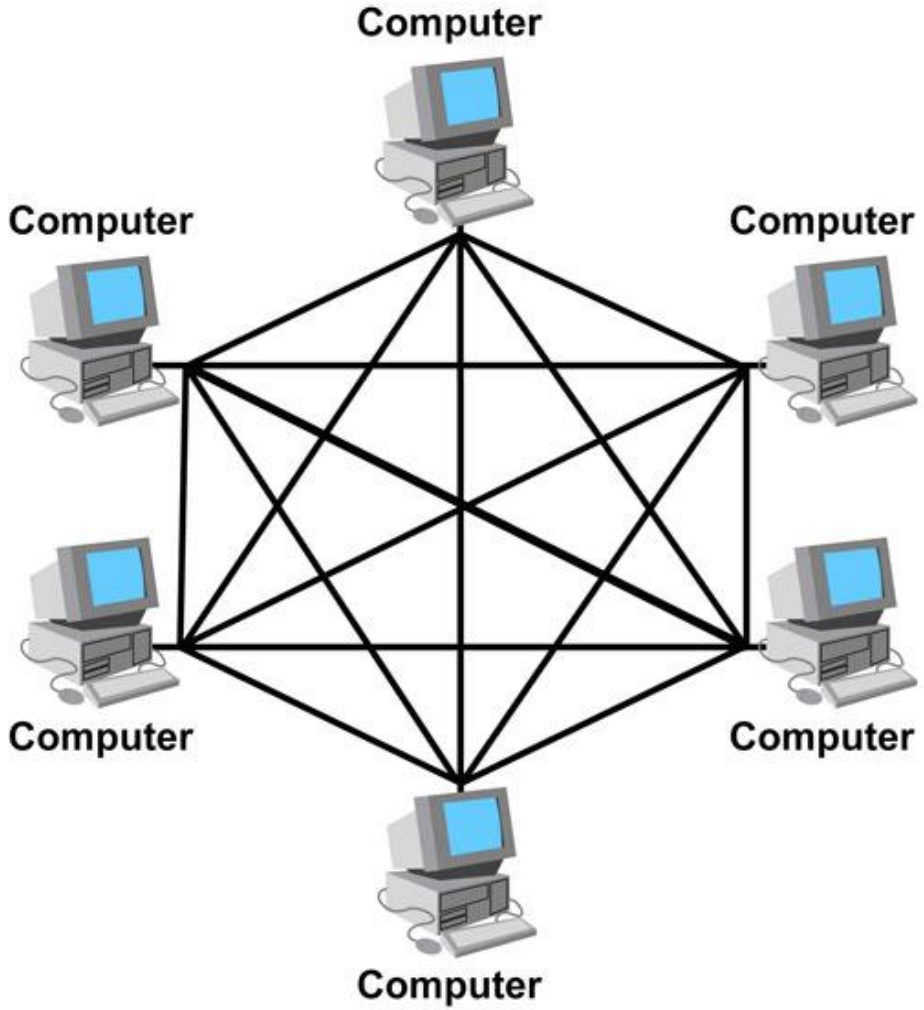
Tree Topology

A tree topology, or star-bus topology, is a hybrid network topology in which star networks are interconnected via bus networks. In computer networking, tree topology is a type of network topology that resembles a tree. In a tree topology, there is one central node (the “trunk”), and each node is connected to the central node through a single path. Nodes can be thought of as branches coming off of the trunk.



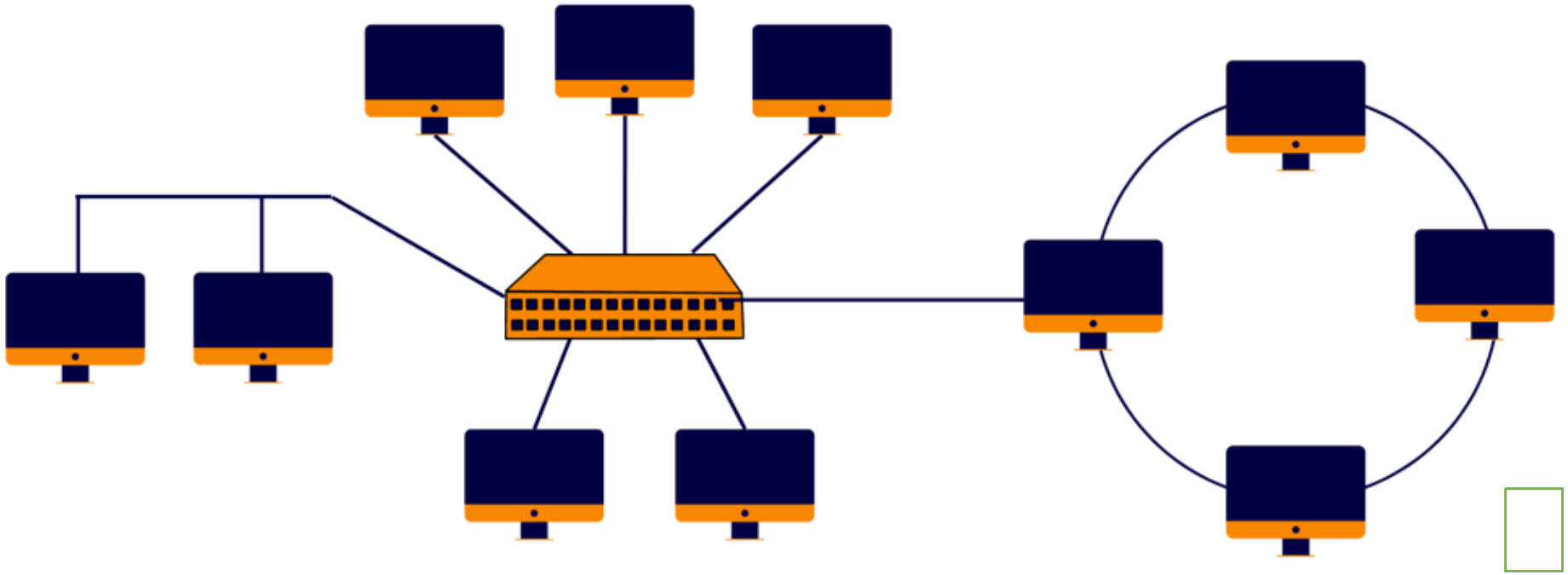
Mesh Topology

In this networking topology, each communicating device is connected with every other device in the network. Such a network can handle large amounts of traffic since multiple nodes can transmit data simultaneously. Also, such networks are more reliable in the sense that even if a node gets down, it does not cause any break in the transmission of data between other nodes. This topology is also more secure as compared to other topologies.



Hybrid Topology

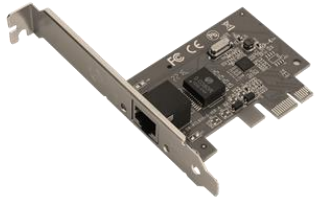
A hybrid topology is defined as a network topology that combines two or more different network topologies. The network type could be Star, Ring, Bus, or Mesh. The selection of different types of network topologies combined together depends upon the number of computers, their location, and the required performance.



Network Devices

To communicate data through different transmission media and to configure networks with different functionality, we require different devices like Modem, Hub, Switch, Repeater, Router, Gateway, etc.

Modem



NIC

Repeater

Hub

Switch

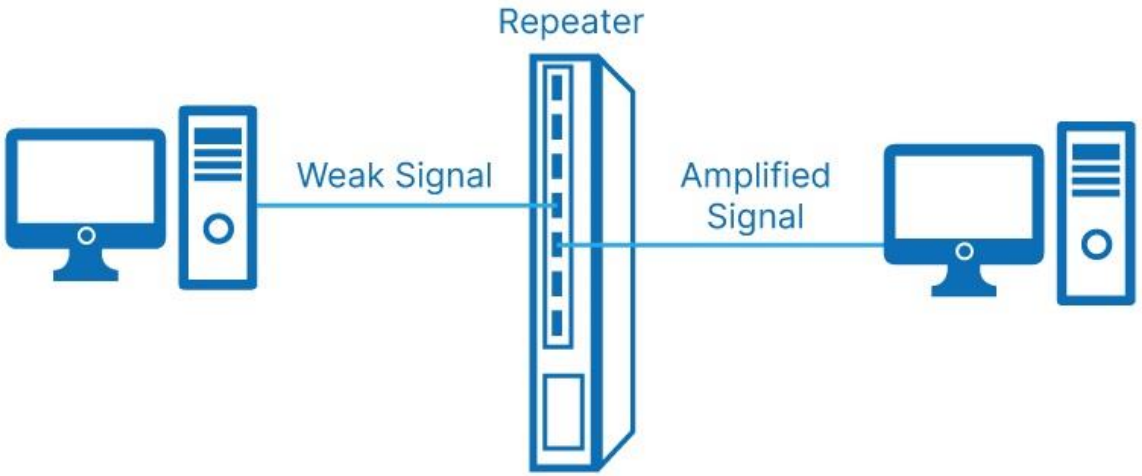
Router

Bridge

Gateway

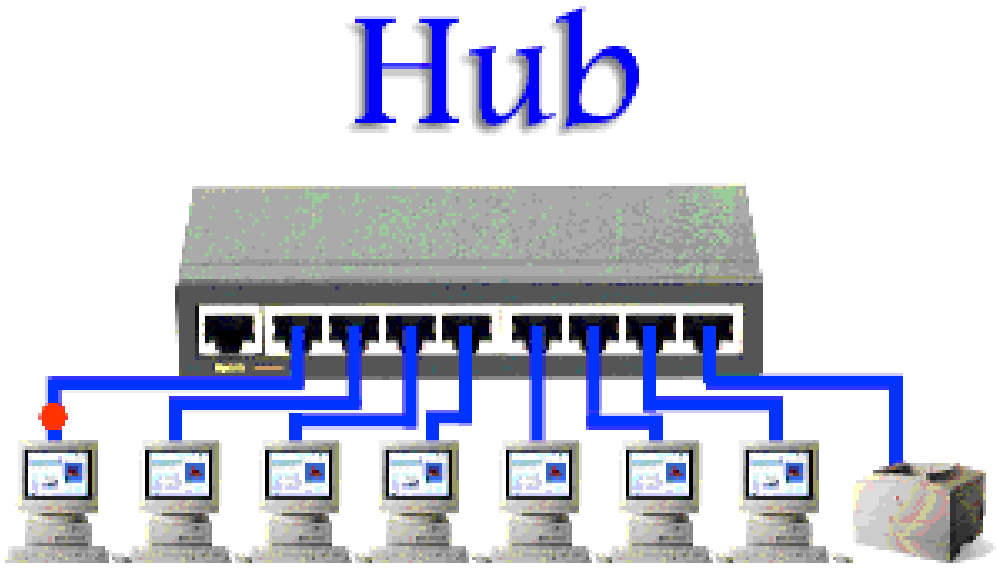
Repeater

Data are carried in the form of signals over the cable. These signals can travel a specified distance (usually about 100 m). Signals lose their strength beyond this limit and become weak. In such conditions, original signals need to be regenerated. A repeater is an analog device that works with signals on the cables to which it is connected. The weakened signal appearing on the cable is regenerated and put back on the cable by a repeater.



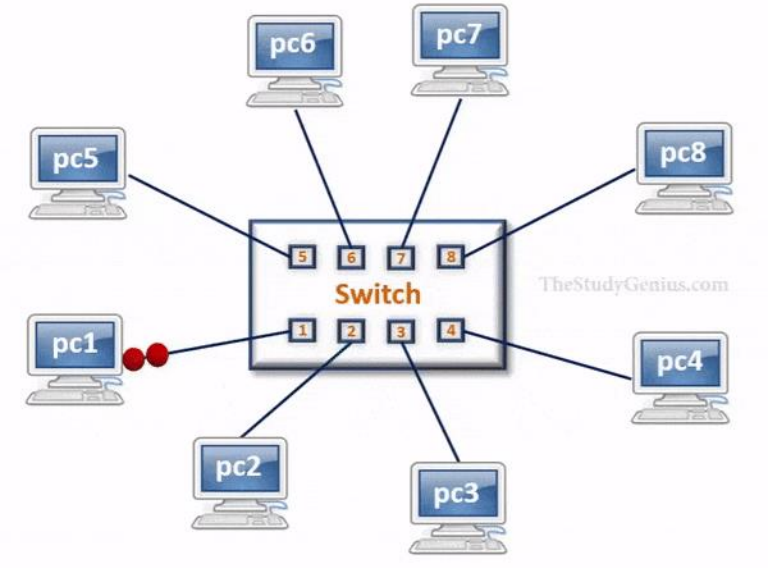
Hub

An Ethernet hub is a network device used to connect different devices through wires. Data arriving on any of the lines are sent out on all the others. The limitation of Hub is that if data from two devices come at the same time, they will collide.



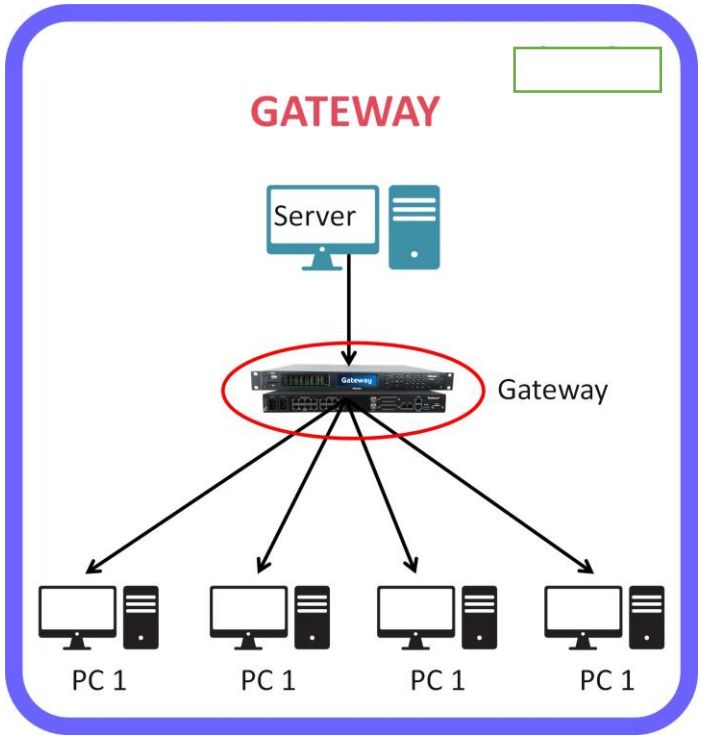
Switch

A switch is a networking device that plays a central role in a Local Area Network (LAN). Like a hub, a network switch is used to connect multiple computers or communicating devices. When data arrives, the switch extracts the destination address from the data packet and looks it up in a table to see where to send the packet. Thus, it sends signals to only selected devices instead of sending to all.



Gateway

As the term “Gateway” suggests, it is a key access point that acts as a “gate” between an organisation's network and the outside world of the Internet. Gateway serves as the entry and exit point of a network, as all data coming in or going out of a network must first pass through the gateway in order to use routing paths.



Transmission Modes in Computer Networks

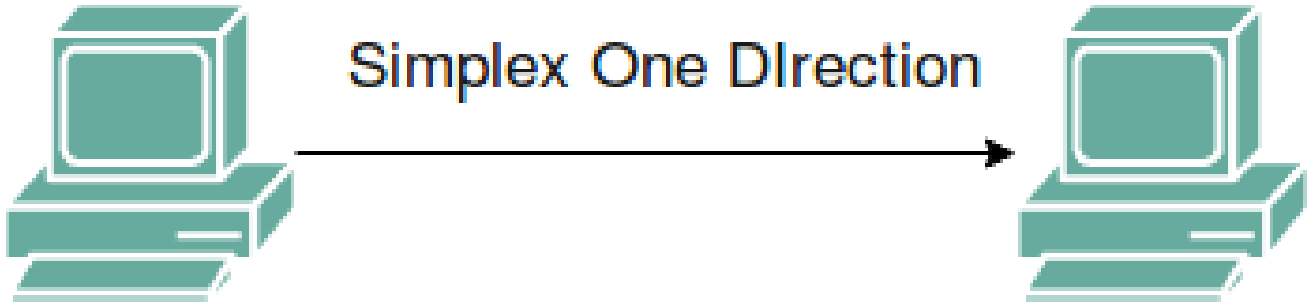
Transmission mode means transferring data between two devices. It is also known as a communication mode. Buses and networks are designed to allow communication to occur between individual devices that are interconnected.

There are three types of transmission mode

- Simplex Mode
- Half-Duplex Mode
- Full-Duplex Mode

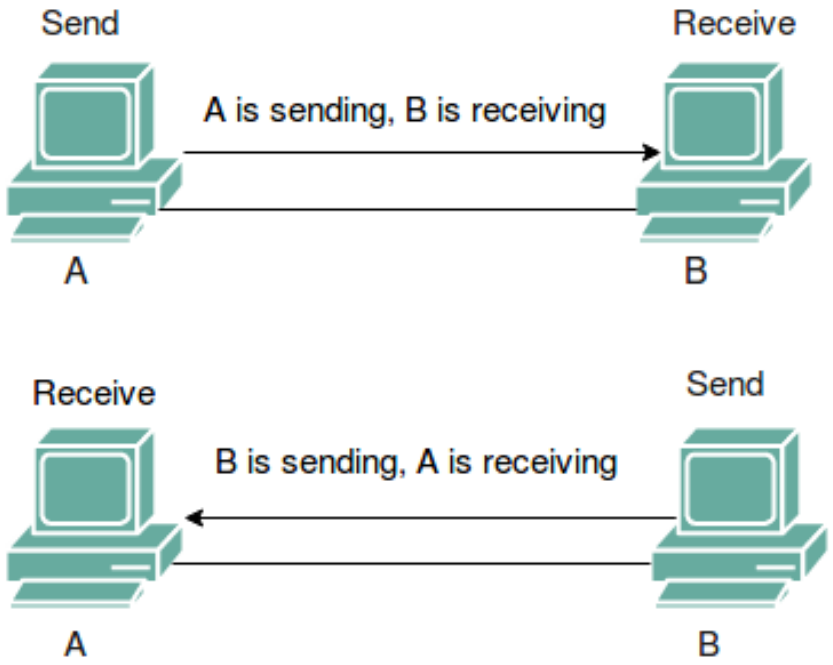
Simplex Mode

In simplex transmission mode, the communication between sender and receiver occurs in only one direction (unidirectional). The sender can only send the data, and the receiver can only receive the data. The receiver cannot reply to the sender. Example: Keyboard and traditional monitors. The keyboard can only introduce input, the monitor can only give the output.



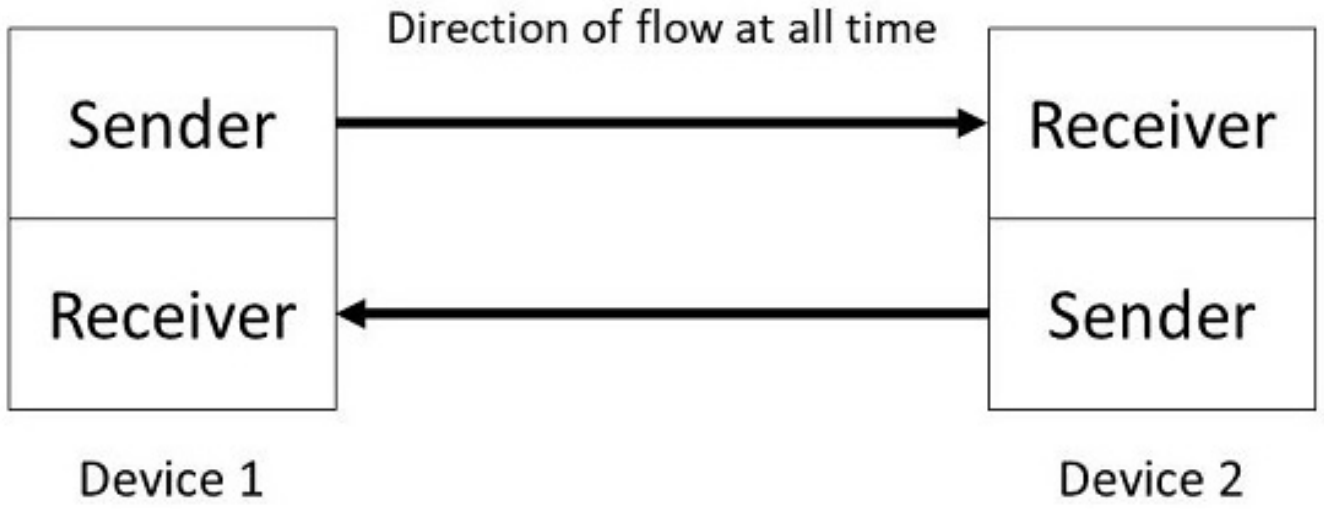
Half-Duplex Mode

In this mode, every station can both- receive and transmit data- but not at the very same moment. When one of the devices sends information, the other one can only then receive it. It also happens vice versa. Example: Walkie-talkie in which message is sent one at a time and messages are sent in both directions.



Full-Duplex Mode

Full-duplex data transmission means that data can be transmitted in both directions on a signal carrier at the same time. For example, in a telephone conversation, two people communicate, and both are free to speak and listen at the same time.



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Computer Networks

CLASS - 37

Question : 1

What is a computer network?

A. A group of interconnected computers that share resources

B. A single computer system

C. A device used to store data

D. A software application

Ans - A

Question : 2

The network that provides high-speed connectivity or transmission speed is

A. MAN

B. LAN

C. WAN

D. Internetwork

Ans - B

Question : 3

The geometric arrangement of devices on the network is called

A. Topology

B. Protocols

C. Network

D. Medium

Ans - A

Question : 4

What is NIC?

A. A network interface card (NIC) is a device that allows a computer to communicate with another device.

B. A network interface card (NIC) is a central device that divides a network connection among several devices.

C. A network interface card (NIC) is a networking device that connects all of the devices on the network to transport data to another device.

D. None of these

Ans - A

Question : 5

Which of the following is used to allocate and manage resources for a network?

A. Bluetooth

B. Server

C. Node

D. None of the above

Ans - B

Question : 6

Identify the device used to boost up a weak signal.

A. Modem

B. Repeater

C. Switch

D. Router

Ans - B

Question : 7

Identify among the following the network device used to connect two dis-similar types of networks.

A. Switch

B. Hub

C. Bridge

D. Gateway

Ans - D

Question : 8

Which one of the following is not a network topology?

A. Star

B. Ring

C. Bus

D. Peer to Peer

Ans - D

Question : 9

A topology that consists of a number of devices connected by point to point links to a central hub is called

A. Mesh

B. Bus

C. Star

D. Ring

Ans - C

Question : 10

A topology in which every node has a dedicated point to point link to all nodes (devices) within the network is called

A. Mesh

B. Star

C. Bus

D. Ring

Ans - A

Question : 11

Which port is commonly used for connecting a computer to a local network or the internet?

A. USB (Universal Serial Bus) port

B. HDMI port

C. VGA port

D. Ethernet port

Ans - D

Question : 12

A _____ is a central device that divides a network connection among several devices.

A. Switch

B. Hub

C. Router

D. Modem

Ans - B

Question : 13

A _____ is a networking device that connects all of the devices on the network to transport data to another device.

A. Switch

B. Hub

C. Router

D. Modem

Ans - A

Question : 14

The ____ topology is designed such that all stations are linked by a single cable known as a backbone cable.

A. Ring

B. Tree

C. Mesh

D. Bus

Ans - D

Question : 15

The device used to transfer data from one network to another network on the Internet is called

A. hub

B. switch

C. MODEM

D. Router

Ans - D

Question : 16

Which of the following is the example of Half duplex mode?

A. Keyboard

B. Television

C. Mouse

D. Walkie talkie

Ans - D

Question : 17

Keyboard and Monitor is a good example of

A. Simplex

B. Half duplex

C. Full duplex

D. A and B

Ans - A

Question : 18

The method of communication in which transmission of data takes place in both directions but in one direction at a time is

A. Simplex

B. Four-wire circuit

C. Half-duplex

D. Full duplex

Ans - C

Question : 19

The method of communication in which transmission of data takes place in both directions at the same time is

A. Simplex

B. Four-wire circuit

C. Half-duplex

D. Full duplex

Ans - D

Question : 20

A communication pathway that sends data from one point to another is called

A. Node

B. Link

C. Medium

D. Topology

Ans - B

Question : 21

The connection of two or more topologies are called

A. Star

B. Mesh

C. Bus

D. Hybrid

Ans - D

Question : 22

If you want to connect to your own computer through the Internet from another location, you can use

A. e-mail

B. FTP

C. instant message

D. Telnet

Ans - D

Question : 23

A communication network which is used by large organizations over regional, national or global area is called:

A. LAN

B. WAN

C. MAN

D. VAN

Ans - B

Question : 24

_____ is the most important/powerful computer in a typical network.

A. Desktop

B. Network client

C. Network server

D. Network station

Ans - C

Question : 25

Identify the device which links two homogeneous packed broadcast local networks.

A. Hub

B. Router

C. Bridge

D. Gateway

Ans - C

Question : 26

‘Blue tooth’ technology allows

A. Satellite communication

B. Signal transmission on mobile phones only

C. Wireless communication between equipments

D. Landline phone to mobile phone communication

Ans - C

Question : 27

What is the commonly used unit for measuring the speed of data transmission?

A. Mega Hertz

B. Characters per second

C. Nano seconds

D. Bits per second

Ans - D

Question : 28

In computer network nodes are ___

A. The computer that originates the data

B. The computer that routes the data

C. The computer that terminates the data

D. All of the mentioned

Ans - D

Question : 29

A _____ typically connects personal computers within a very limited geographical area, usually within a single building.

A. LAN

B. WAN

C. MAN

D. PAN

Ans - A

Question : 30

If you wish to extend the length of the network without having the signal degrade, you would use a

A. resonance

B. router

C. gateway

D. repeater

Ans - D

Question : 31

From one LAN can be transmitted to another LAN via the device

A. Router

B. Bridge

C. Repeater

D. Modem

Ans - B

Question : 32

A distributed network configuration in which all data/information pass through a central computer is

A. bus network

B. star network

C. ring network

D. Point-to-point network

Ans - B

Question : 33

The slowest transmission speeds are those of

A. twisted-pair wire

B. coaxial cable

C. fiber-optic cable

D. Microwaves

Ans - A

Question : 34

A connection that provides a dedicated link between two devices is called

A. Point-to-Point

B. Multipoint

C. Topology

D. Protocol

Ans - A

Question : 35

Bluetooth is the wireless technology for _____

A. local area network

B. personal area network

C. metropolitan area network

D. wide area network

Ans - B

Question : 36

What device sends and receives radio signals in a wireless network?

A. modem

B. digital translator

C. router

D. All of these

Ans - C

Question : 37

Wireless network connections use _____ technologies.

A. Wireless Fidelity (WiFi)

B. Bluetooth

C. both a & b

D. neither a nor b

Ans - C

Question : 38

In terms of data safety, wireless networks are _____ wired networks.

A. more secure than

B. less secure than

C. as safe as

D. none of them

Ans - B

Question : 39

Which of the following networking solution is suitable for networking in a building?

A. WAN

B. MAN

C. LAN

D. All of these

Ans - C

Question : 40

A collection of computers and devices connected together via communication devices and transmission media is called a _____.

A. workgroup

B. server

C. mainframe

D. network

Ans - D

Question : 41

Communication means_____.

A. sending or receiving information

B. sending information

C. receiving information

D. none of these

Ans - A

Question : 42

In _____ topology , all computers are connected in a loop or circle via cable.

A. tree

B. hybrid

C. ring

D. Bus

Ans - C

Question : 43

Which topology combines characteristics of linear bus and star topologies?

A. Bus

B. Star

C. Tree

D. Mesh

Ans - C

Question : 44

WAN stands for _____

A. wide area network

B. wireless area network

C. wast area network

D. work area network

Ans - A

Question : 45

GAN stands for_____

A. Global area network

B. Ground area network

C. Gold area network

D. Globe access network

Ans - A

Question : 46

PAN stands for _____

A. Personal area network

B. Prompt area network

C. Private area network

D. Pear area network

Ans - A

Question : 47

Telnet stands for _____.

A. Telecommunication network

B. telephone net

C. tele net

D. tele network

Ans - A

Question : 48

LAN stands for_____

A. Local Area network

B. Line area network

C. live area network

D. Long area network

Ans - A

Question : 49

CAN stands for _____

A. College area network

B. Campus area network

C. Center area network

D. Close area network

Ans - B

Question : 50

Which is a reference tool for understanding data communication between any two network system?

A. LAN

B. WAN

C. ISO model

D. OSI model

Ans - D

MASTER IN COMPUER KNOWLEDGE

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OSI MODEL

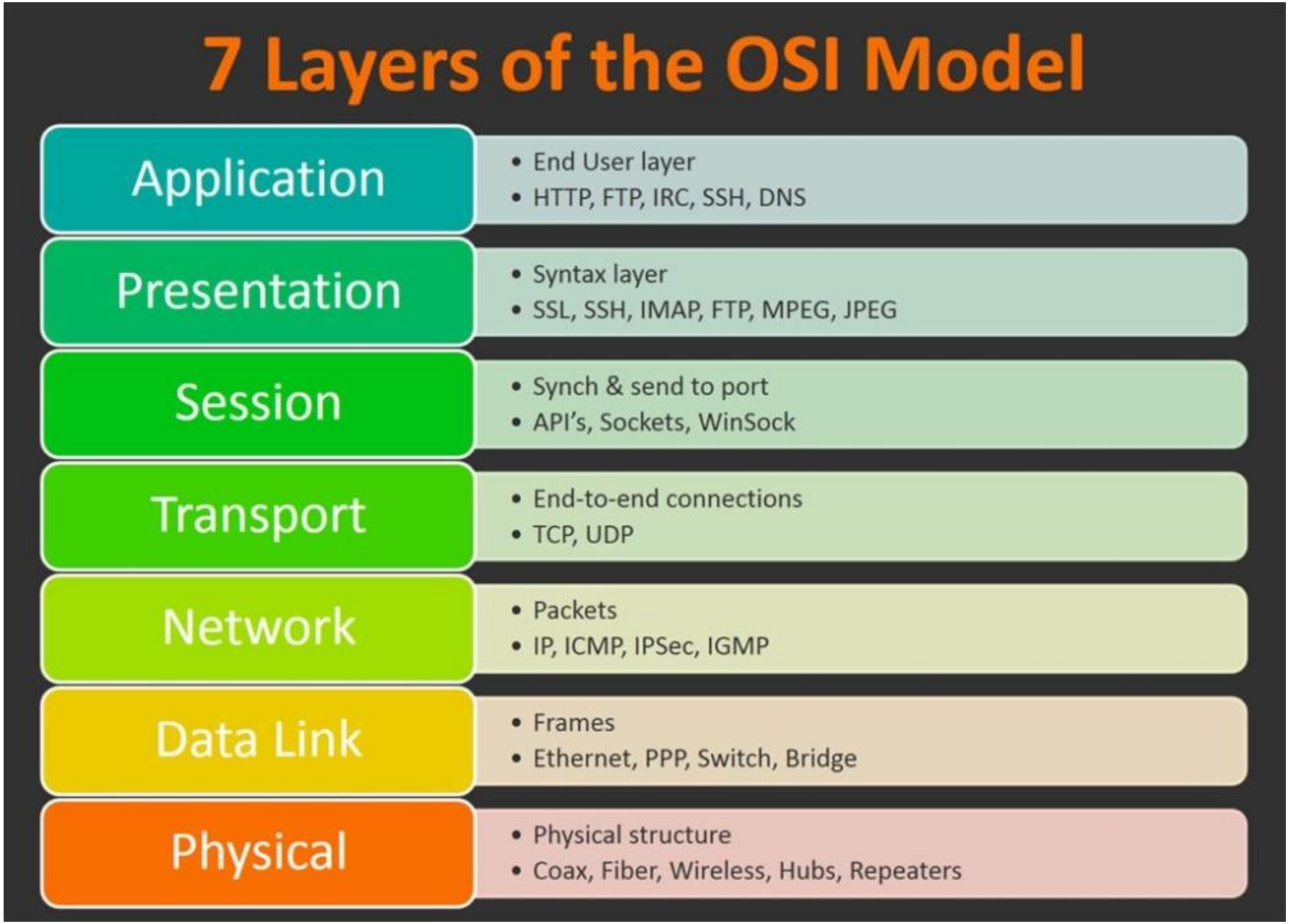
30 PRACTICE MCQ

CLASS - 38

What is the OSI Model?

The OSI Model or the Open Systems Interconnection Model is a conceptual framework which describes the functions of a networking system. It is a conceptual model created by the International Organization for Standardization. It is used for the transfer of data over a network which moves through different layers. Each layer of the OSI Model handles a specific job and communicates with the layers. Although the modern Internet does not strictly follow the OSI Model (it more closely follows the simpler Internet protocol suite), the OSI Model is still very useful for troubleshooting network problems.

Trick - AP ST Nahi De Payenge



Physical Layer

It is the lowest in the OSI Model, responsible for the physical connection between devices. It transmits raw binary data over a physical medium, such as cables, optical fibers, or wireless signals. The physical layer transmits data through electrical signals, light pulses, or radio waves.

Linking devices

- **Physical Topology (Mesh, Star, Bus, Ring) decisions (Topology through which we can connect the devices with each other)**
- **Modes of Transmission Medium (Simplex, Half Duplex, Full-Duplex)**

Data-Link Layer

The Data-Link Layer is responsible for creating a reliable link between two directly connected nodes, ensuring the error-free transmission of data over a shared physical medium. It is divided into the Logical Link Control and Media Access Control.

- **Error detection and correction**
- **MAC Address**
- **Node To Node Delivery**

Network Layer

The network layer's primary role involves directing and transmitting data packets between distinct networks. It employs logical addressing, such as IP addresses. The network layer breaks up segments from the transport layer into smaller units, called packets, on the sender’s device, and reassembling these packets on the receiving device. The network layer also finds the best physical path for the data to reach its destination; this is known as routing.

- **IP Address**
- **Packet Delivery**

Transport Layer

Transport Layer in Computer Networks is an end-to-end layer that is used to deliver messages to a host.

- Transport layer protocols include the Transmission Control Protocol (TCP) and the User Datagram Protocol (UDP).
- **Segmentation and reassembly:** It divides large data streams into smaller segments for transmission and reassembles them at the destination.
- **Multiplexing and demultiplexing:** The Transport Layer uses port numbers for multiple communication sessions over a single network connection, allowing multiple applications to run simultaneously on a device.
- **Error recovery**

Session Layer

Session establishment, maintenance, and termination: It manages the process of initiating, maintaining, and closing communication sessions between two devices.

Synchronization: It ensures that data exchange between applications is properly synchronized and that both sides know each other's state.

Presentation Layer

Data translation: It converts data between different formats, such as translating between ASCII and EBCDIC character encodings.

Data encryption and decryption: This layer can encrypt data for secure transmission and decrypt it at the receiving end.

Data compression: Data can be compressed to reduce bandwidth usage during transmission.

Application Layer

It is the top layer of the OSI Model and is closest to the end-users. It is responsible for providing network services directly to applications and users.

Interface with user applications: It provides a user-friendly interface for applications to access network services, allowing users to interact with the network.

Network services: The Application Layer includes various protocols and services, such as HTTP, FTP, SMTP, and DNS, that enable communication and data exchange between applications running on different devices.

Application-specific functions: This layer supports application-specific functions, such as email, file transfer, remote access, and web browsing.

Question : 1

Network communication protocols are based on the standards of _____.

A. app model

B. OSI model

C. ISO model

D. Data model

Ans - B

Question : 2

How many layers in OSI model ?

A. 5

B. 4

C. 9

D. 7

Ans - D

Question : 3

Which is the layer 3 in OSI model?

A. Network layer

B. Session layer

C. Physical layer

D. Data link layer

Ans - A

Question : 4

Which layers of OSI model is the router operate?

A Layer 2

B Layer 3

C Layer 6

D Layer 7

Ans - B

Question : 5

Which layer of OSI network model does repeater works?

A. Layer 1

B. Layer 2

C. Layer 3

D. Layer 4

Ans - A

Question : 6

In OSI model, which layer is responsible for translation, compression and encryption?

A. transport layer

B. presentation layer

C. session layer

D. data link layer

Ans - B

Question : 7

Which address identifies a process on a host?

A. physical address

B. logical address

C. port address

D. specific address

Ans - C

Question : 8

Who developed standards for the OSI reference model?

A. ANSI - American National Standards Institute

B. ISO - International Standards for Organization

C. IEEE - Institute of Electrical and Electronics Engineers

D. ACM - Association for Computing Machinery

Ans - B

Question : 9

Transmission of data rate decided by _____

A. network layer

B. transport layer

C. physical layer

D. application layer

Ans - C

Question : 10

In an OSI model, the lowest layer is the _____ layer.

A. Application Layer

B. Physical Layer

C. Presentation Layer

D. Data Link Layer

Ans - B

Question : 11

_____ layer provide a mechanism to route packets from network to network.

A. application

B. network

C. physical

D. data link

Ans - B

Question : 12

The physical layer involves ___

A. Optical, electrical and mechanical properties

B. Voltage levels, timing and frequency

C. Physical connections

D. All the above

Ans - D

Question : 13

Which layer in the OSI model provides the data transfer in the form of frames across the transmission link?

A. Physical Layer

B. Data Link Layer

C. Network Layer

D. Transport Layer

Ans - B

Question : 14

At the _____ layer the data unit is transformed into the corresponding electromagnetic signal.

A. application

B. network

C. physical

D. data link

Ans - C

Question : 15

A network bridge device works at ____ layer of OSI reference model.

A. Layer 1

B. Layer 2

C. Layer 3

D. Layer 4

Ans - B

Question : 16

Which layer is the layer 2 in OSI network model?

A. Session layer

B. Physical layer

C. Data link layer

D. Transport layer

Ans - C

Question : 17

A network switch works at ____ layer of a OSI reference model.

A. Layer 1

B. Layer 2

C. Layer 3

D. Layer 4

Ans - B

Question : 18

_____layer may create a connection between two end ports.

A. transport

B. network

C. physical

D. data link

Ans - A

Question : 19

Flow control in OSI models is done by

A. Data link layer

B. Network layer

C. Transport layer

D. Both data link and transport layers

Ans - A

Question : 20

An internetworking device operating at the transport layer is called a

A. Bridge

B. Router

C. Repeater

D. Gateway

Ans - D

Question : 21

Which layer in OSI model provides transfer the data between end users?

A. Session layer

B. Network layer

C. Data link layer

D. Transport layer

Ans - D

Question : 22

UDP in the INTERNET protocol suite is related to

A. Layer-4

B. Layer-3

C. Layer-2

D. Layer-1

Ans - A

Question : 23

OSI model is _____layer and it deals with file sharing, video sharing, audio sharing, browsing, etc. using specific programs.

A. session

B. presentation

C. application

D. Transport

Ans - C

Question : 24

TELNET, FTP, SMTP, Protocols fall in the following layer of OSI reference model

A. Transport Layer

B. Internet Layer

C. Network Layer

D. Application Layer

Ans - D

Question : 25

An ethernet cable is part of ____ layer in the OSI model.

A. Physical layer

B. Data Link Layer

C. Network Layer

D. Transport Layer

Ans - A

Question : 26

HTTP, FTP, SMTP, Telnet is an example of?

A. Session Layer

B. Presentation Layer

C. Data Link Layer

D. Application Layer

Ans - D

Question : 27

_____ is the process of detecting and correcting the error. While _____ is a mechanism to ensure the efficient delivery of Data.

A. Error control, Flow control

B. Process control, Network control

C. Session control, Flow control

D. OSI Control, Data control

Ans - A

Question : 28

Which layer is responsible for IP address?

A. Transport Layer

B. Internet Layer

C. Network Layer

D. Application Layer

Ans - C

Question : 29

In which layer does segmentation occur?

A. Data Link Layer

B. Session Layer

C. Transport Layer

D. Network Layer

Ans - C

Question : 30

Which layer in OSI architecture is considered as Heart of OSI model?

A. Data Link Layer

B. Session Layer

C. Transport Layer

D. Network Layer

Ans - C

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COMPUTER SECURITY

CLASS - 39

Computer security

Computer security refers to protecting and securing computers and their related data, networks, software, hardware from unauthorized access, misuse, theft, information loss, and other security issues. The Internet has made our lives easier and has provided us with lots of advantages but it has also put our system's security at risk of being infected by a virus, of being hacked, information theft, damage to the system, and much more.

Types of computer security

1. Cyber Security: Cyber security means securing our computers, electronic devices, networks , programs, systems from cyber attacks. Cyber attacks are those attacks that happen when our system is connected to the Internet.

2. Information Security: Information security means protecting our system's information from theft, illegal use and piracy from unauthorized use. Information security has mainly three objectives: confidentiality, integrity, and availability of information.

3. Application Security: Application security means securing our applications and data so that they don't get hacked and also the databases of the applications remain safe and private to the owner itself so that user's data remains confidential.

4. Network Security: Network security means securing a network and protecting the user's information about who is connected through that network. Over the network hackers steal, the packets of data through sniffing and spoofing attacks, man in the middle attack, war driving, etc, and misuse the data for their benefits.

Sources of Cyber Attack

E-mail Attachments These attachments are the most common source of viruses. You must handle E-mail attachments with extreme care, especially if the E-mail comes from an unknown sender.

Internet Majority of all computer users are unaware as when viruses attack computer systems. Almost all computer users click or download everything that comes their way and hence unknowingly invites the possibility of virus attacks.

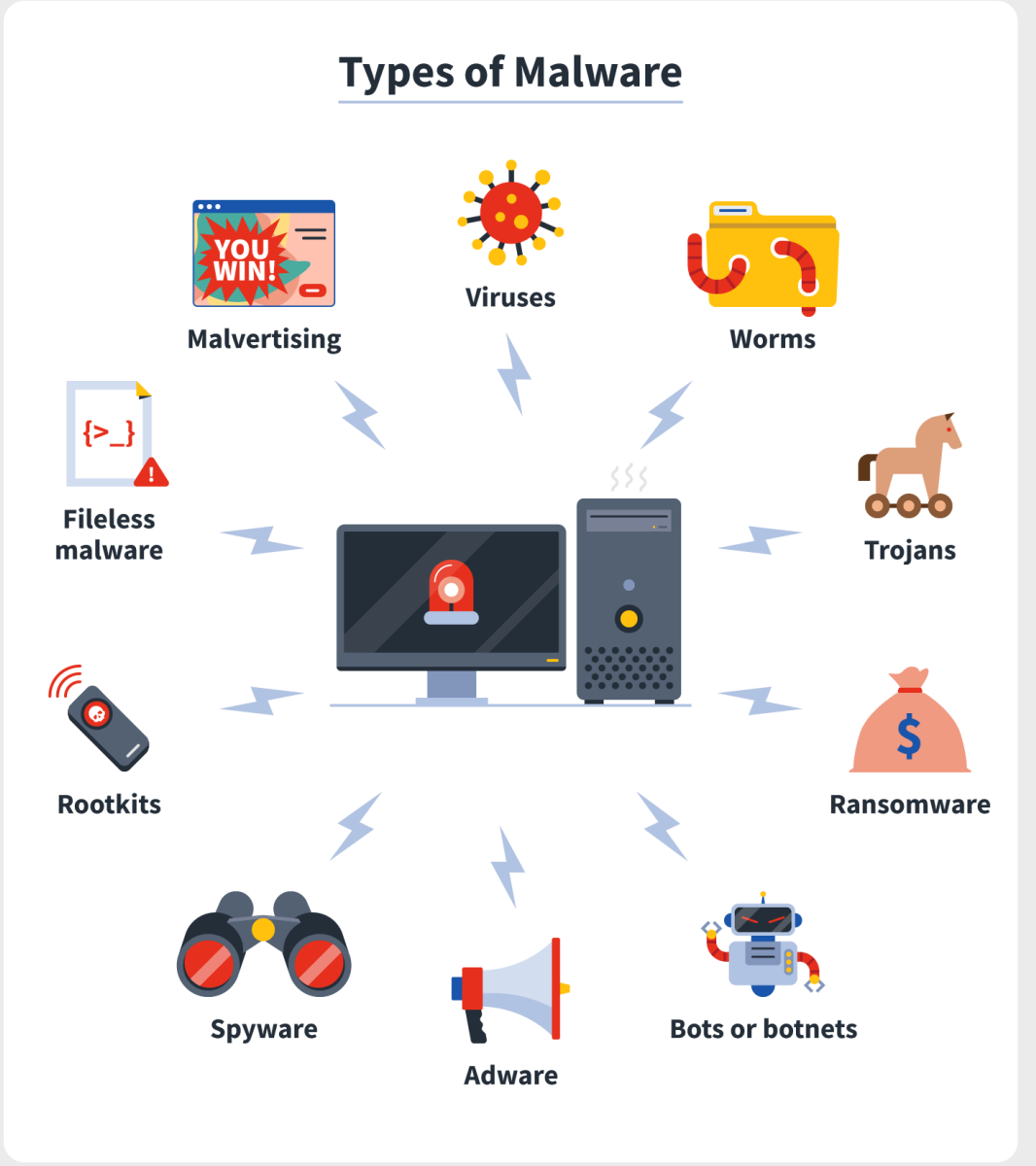
Downloadable Programs Downloadable files are one of the best possible sources of virus. Any type of executable file like games, screen saver are one of the major sources. If you want to download programs from the Internet then it is necessary to scan every program before downloading them.

Cracked Software These softwares are another source of virus attacks. Such cracked forms of illegal files contain virus and bugs that are difficult to detect as well as to remove. Hence, it is always a preferable option to download software from the appropriate source.

Booting from Unknown CD When the computer system is not working, it is a good practice to remove the CD. If you do not remove the CD,
it may start to boot automatically from the disk which
enhances the possibility of virus attacks.

TYPES OF THREATS

Malware: It stands for ‘malicious software’. It is a category that includes software like viruses, trojan horse, spyware, etc. Furthermore, this software performs unwanted activities and changes in your system. Moreover, they can delete files, slow down, or even crash your system.



Viruses

A program replicates itself and infects files and programs on your computer, making them inoperable. A type of malware spreads by inserting a copy of itself into another program and becoming part of it. Spread with the help of software and documents, they are embedded in the software or document and are transferred from one computer to another using a network, a USB drive, a disk, file sharing, infected email, and so on. Typically, the virus appears as an executable file.

Ransomware

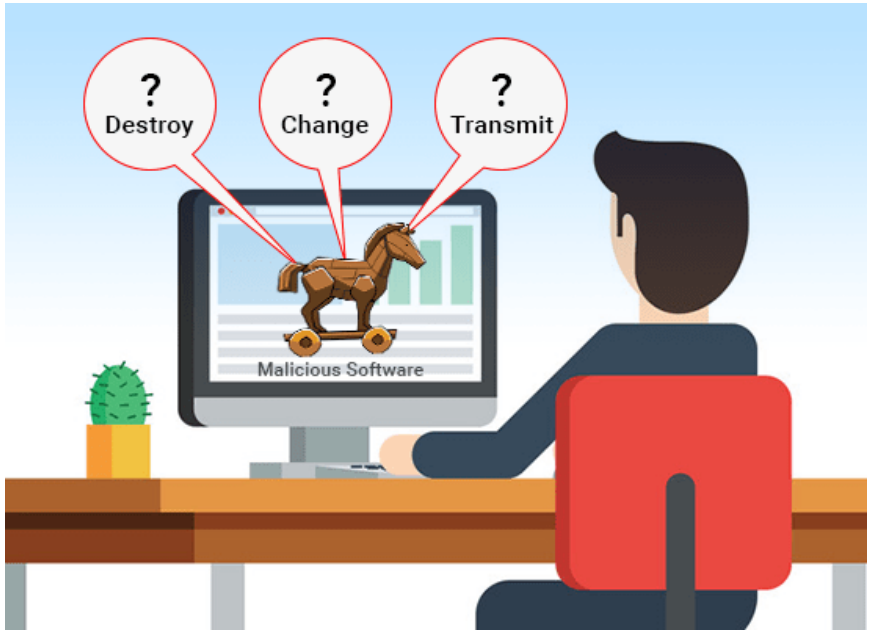
It is malicious software that displays messages regarding the deposition of money by locking your file or computer. Moreover, this software tries to charge money from the user by creating alerts about continuing system use.

Worm

Computer worms are similar to viruses in that they replicate themselves and cause similar damage. Unlike viruses that infect and spread host files, worms are self-contained programs that do not need host programs or human help to replicate. The worm does not modify the program but replicates itself repeatedly. It's just eating resources and bringing down the system.

Trojan Horse

A simple way to answer the question "what is Trojan" is it is a type of malware that typically gets hidden as an attachment in an email or a free-to-download file, then transfers onto the user's device. Once downloaded, the malicious code will execute the task the attacker designed it for, such as gain backdoor access to corporate systems, spy on users' online activity, or steal sensitive data.



Spam

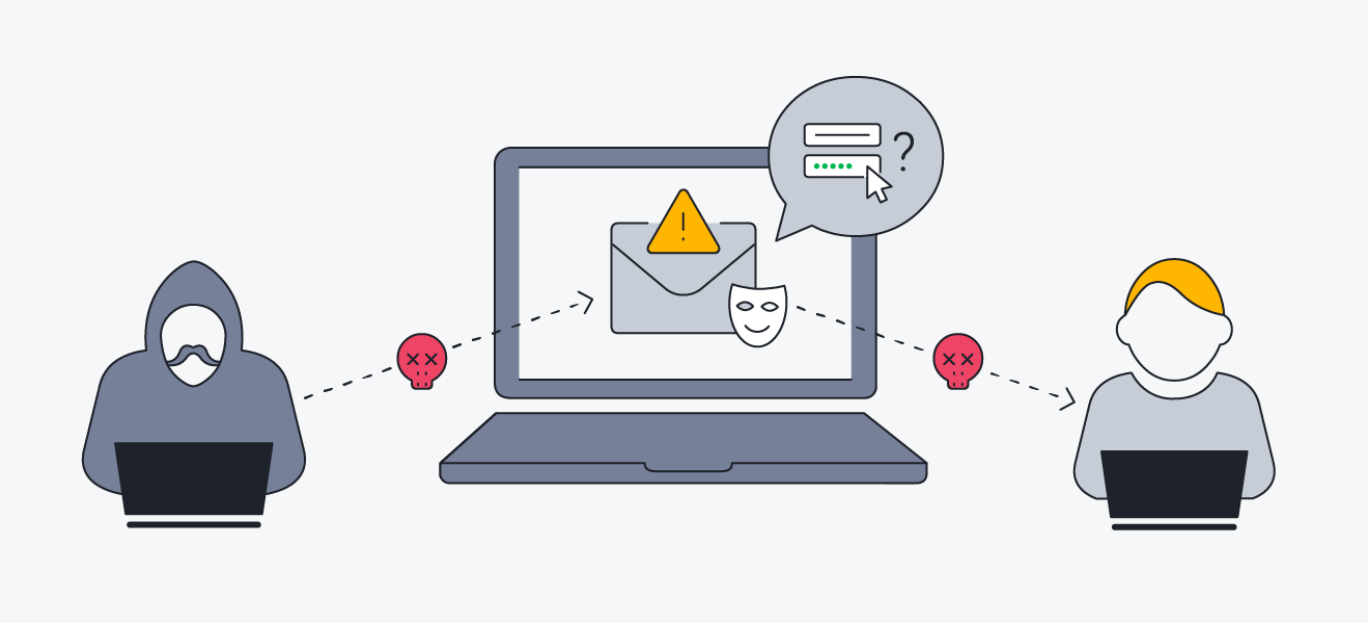
Spam is electronic junk email. It is a subset of electronic spam involving nearly identical messages sent to numerous recipients by E-mails.

Phishing

Phishing is an attack often used to obtain sensitive information from users, such as login credentials and credit card information. They send out spam, malicious websites, email messages, instant chats and covert users to give them important information, such as bank and credit card information and access to personal accounts.

Spoofing

Spoofing is a type of cybercrime where an attacker imitates a known contact or organization to secure a victim's trust. Some spoofing attacks target individuals, while others try to fool entire networks. Spoofing attacks often aim the IP Address to get access to sensitive personal information or bypass security measures.

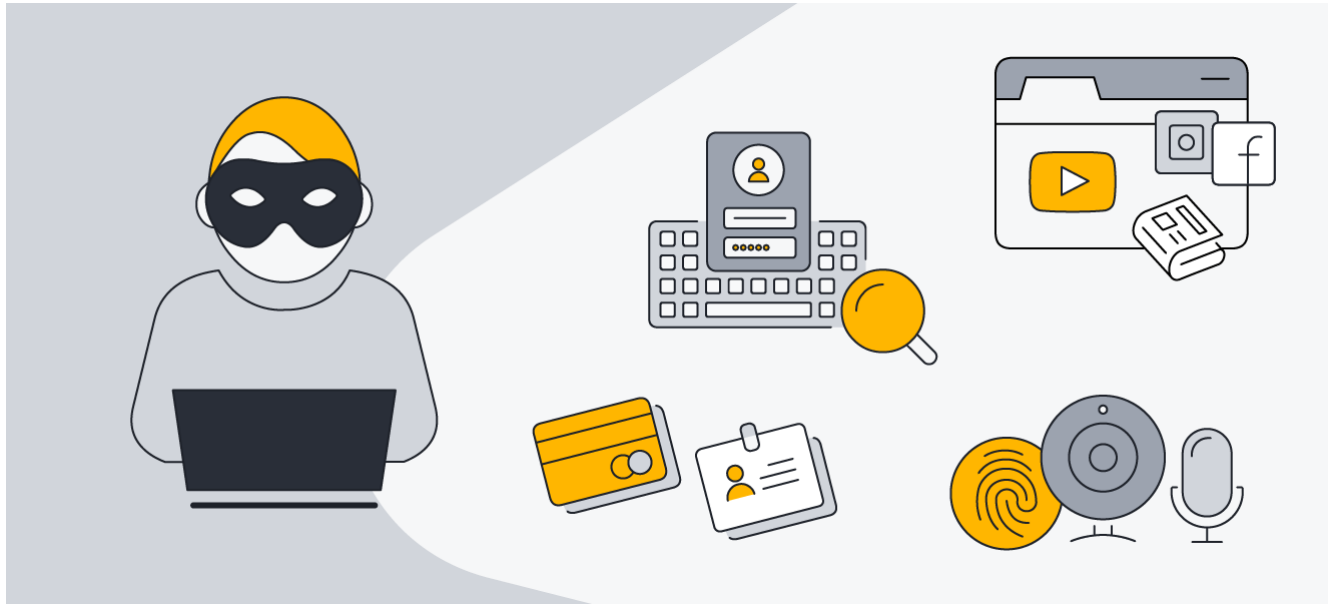


Spyware

Spyware is any software with malicious behavior that aims to gather information about a person or organization and send it to another entity in a way that harms the user by violating their privacy, endangering their device's security, or other means.

Keyloggers – Hidden Key

Rootkits – Gain Administration access to your computer.



Adware

Adware is software which automatically plays, displays, or downloads advertisements to a computer. The adware runs either after a software program has been installed on a computer or while the application is being used.

Hacking

Hacking is the act of identifying and then exploiting weaknesses in a computer system or network, usually to gain unauthorized access to personal or organizational data.

Black Hat Hackers

Black hat hackers are the "bad guys" of the hacking scene.

White Hat Hackers

White hat hackers can be seen as the “good guys” who attempt to prevent the success of black hat hackers through proactive hacking.

Grey Hat Hackers

Grey hat hackers sit somewhere between the good and the bad guys.

What are the symptoms of computer viruses?

- Suddenly slow computer performance, meaning it takes longer time to start up or open programs
- Problems unexpectedly shutting down or restarting
- Missing files
- Frequent system crashes
- Frequent error messages
- Unexpected pop-up windows
- New applications (like web browser toolbars) that appear without you downloading them
- Emails that send automatically from your accounts without you sending them
- Lagging web browser, or your web browser constantly redirects to other program

How to protect your computer from hackers?

Use a firewall

A firewall can be defined as a special type of network security device or a software program that monitors and filters incoming and outgoing network traffic based on a defined set of security rules. It acts as a barrier between internal private networks and external sources (such as the public Internet).

The primary purpose of a firewall is to allow non-threatening traffic and prevent malicious or unwanted data traffic for protecting the computer from viruses and attacks. A firewall is a cybersecurity tool that filters network traffic and helps users block malicious software from accessing the Internet in infected computers.

Antivirus software

Antivirus is a software utility program designed to protect a system from internal attacks from viruses, trojan horse, spyware and so on. It identifies and corrects any weaknesses found in the computer system. The main function of an antivirus is to scan, detect, prevent and remove any existential threat to the computer system.

Examples: Norton, McAfee, Kaspersky, Avast, Quick Heal.

Backup of a PC

As noted above, some viruses repeatedly infect a computer and can be very difficult to remove In such cases, you may have to delete the data yourself. In addition, removing the virus can damage the OS. In such cases, it may be recommended to reinstall the OS. That's why backing up your data is so essential. Without a backup, you cannot restore lost data. If the data is backed up, the process of virus removal can be done faster and at a more affordable price.

Use complex passwords

Using a secure password is the most important way to prevent security theft. The more secure the password, the more difficult it is for hackers to get into the system. Being more secure often means generating longer and more complex passwords. Make sure you use a password that is at least 8 characters long and contains a combination of numbers, uppercase letters, lowercase letters, and computer symbols. Hackers have a wealth of tools to break short and easy passwords in minutes.

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50 PRACTICE MCQ

COMPUTER SECURITY

CLASS - 40

Question : 1

What is called the collective terms of malicious software, such as viruses, worms and trojans?

A. Spam

B. Phishing

C. Malware

D. Harm

Ans - C

Question : 2

A person who uses his or her expertise to gain access to other people's computers to get information illegally or do damage is a

A. hacker

B. analyst

C. instant messenger

D. programmer

Ans - A

Question : 3

A collection of hardware and/or software intended to protect a computer or computer network from unauthorized access is called _____

A. Malware
B. Botnet
C. Worm
D. Firewall
Ans - D

Question : 4

Which of the following is the type of software that has self-replicating software that causes damage to files and system?

A. Viruses

B. Trojan horses

C. Bots

D. Worms

Ans - D

Question : 5

Verification of a login name and password is known as

A. configuration

B. accessibility

C. authentication

D. logging in

Ans - C

Question : 6

If your computer keeps rebooting itself, then it is likely that _____

A. It has a virus

B. It does not have enough memory

C. There is no printer

D. There has been a power surge

Ans - A

Question : 7

_____ can keep unwanted ads to show up?

A. Adware

B. Hardware

C. Malware

D. Spyware

Ans - A

Question : 8

A computer _____ is a set of program instructions that can attach itself to a file, reproduce itself, and spread to other files.

A. worm

B. virus

C. trojan horse

D. phishing scam

Ans - B

Question : 9

Attacking the victims through fake URL resembling that of a valid financial Institution is called _____ .

A. Worms

B. Phishing attack

C. Trojans

D. Computer Viruses

Ans - B

Question : 10

Which one of the following is a key function of a firewall?

A. Monitoring

B. Deleting

C. Copying

D. Moving

Ans - A

Question : 11

Which method go through all the files or network elements with an intention to detect something unusual?

A. Probing

B. Phishing

C. Infecting

D. Scanning

Ans - D

Question : 12

Coded entries which are used to gain access to a computer system are called

A. Entry codes

B. Passwords

C. Security commands

D. Codewords

Ans - B

Question : 13

All of the following are examples of real-security and privacy risks except

A. hackers

B. spam

C. viruses

D. identify theft

Ans - B

Question : 14

Viruses that fool a user into downloading or executing them by pretending to be useful applications are also sometimes called

A. Trojan horses

B. Keylogger

C. Worm

D. Cracker

Ans - A

Question : 15

Keyloggers are a form of _____.

A. Spyware

B. Shoulder surfing

C. Trojan

D. Social engineering

Ans - A

Question : 16

The scrambling of code is known as

A. Encryption

B. Firewalling

C. Scrambling

D. Deception

Ans - A

Question : 17

Unsolicited commercial email is known as _____.

A. Spam

B. Malware

C. Virus

D. Spyware

Ans - A

Question : 18

Which virus spreads in application software?

A. Macro virus

B. Boot virus

C. File virus

D. Antivirus

Ans - A

Question : 19

Encryption techniques improve a network’s _____

A. Performance

B. Reliability

C. Security

D. Longevity

Ans - C

Question : 20

_____ is any mechanism which bypasses a normal security check or encryption in a computer.

A. Trojan Horse

B. Virus

C. Logic bomb

D. Backdoor

Ans - D

Question : 21

What is a computer virus?

A. A virus is the same as a cookie in that it is stored on your computer against your permission.

B. A virus is friendly software that is simply mislabelled.

C. malicious software that merely stays dormant or your computer.

D. malicious software that inserts itself into other programs.

Ans - D

Question : 22

To protect a computer from virus, you should install ____ in your computer.

A. antivirus

B. disk cleanup

C. disk defragmenter

D. backup wizard

Ans - A

Question : 23

Which of the following are the ways through which virus spreads?

A. Floppy Disk

B. CD

C. Email Attachment

D. All of the above

Ans - D

Question : 24

Which of the following describes programs that can run independently travel from system to system and communication?

A. Trojans

B. Worm

C. Viruses

D. All of these

Ans - B

Question : 25

Which of the following is not a well known anti-virus program?

A. Quick Heal

B. SMAG

C. AVG

D. McAFee

Ans - B

Question : 26

When a logic bomb is activated by a time related event, it is known as a

A. time-related bomb sequence

B. virus

C. time bomb

D. trojan horse

Ans - C

Question : 27

Which of the following shows need for cyber security?

A. Protection from hackers

B. Internet scams

C. Viruses

D. All of the above

Ans - D

Question : 28

Code red is a (n) _____.

A. Anti-Virus

B. Virus

C. Photo Editing Software

D. Word Processing Software

Ans - B

Question : 29

The first computer virus is _____

A. Creeper

B. Rat virus

C. Worm

D. Blaster

Ans - A

Question : 30

Which was the first PC boot sector virus?

A. Creeper

B. Payload

C. Bomb

D. Brain

Ans - D

Question : 31

Which of the following usually observe each activity on the internet of the victim, gather all information in the background, and send it to someone else?

A. Malware

B. Spyware

C. Adware

D. All of the above

Ans - B

Question : 32

An anti-virus is a

A. program code

B. computer

C. company name

D. application software

Ans - D

Question : 33

A virus can spread to another computer by

A. Sharing an infected file with another computer

B. Through touch

C. Pinging other computers from the infected computer

D. Being on the same network as the computer

Ans - A

Question : 34

Viruses are _____.

A. Man made

B. Naturally occur

C. Machine made

D. All of the above

Ans - A

Question : 35

_____ are often delivered to a PC through an email attachment and are often designed to do harm.

A. Viruses

B. Spam

C. Portals

D. Email messages

Ans - B

Question : 36

_____ server is used to create a secure tunnel connection.

A. Radius

B. VPN

C. Proxy

D. DNS

Ans - B

Question : 37

What is the most important activity in system hacking?

A. Information gathering

B. Cracking passwords

C. Escalating privileges

D. Covering tracks

Ans - B

Question : 38

What is a firewall in the context of web security?

A. A security token

B. A physical barrier around a data center

C. A network security device that filters incoming and outgoing traffic

D. A type of CAPTCHA

Ans - D

Question : 39

A digital signature is an

A. scanned signature

B. signature in binary form

C. encrypting information

D. handwritten signature

Ans - C

Question : 40

_____ are attempts by individuals to obtain confidential information from you by falsifying their identity.

A. Phishing trips

B. Computer viruses

C. Spyware scams

D. Viruses

Ans - A

Question : 41

A virus scanner helps in protecting the computer system from

A. Fragmentation of files

B. Disk cleaning operations

C. Unwanted file compression

D. Malicious software and security threats

Ans - D

Question : 42

Which of the following is an example of a physical security measure to protect data?

A. Antivirus software

B. Firewall

C. Data encryption

D. Biometric access control

Ans - D

Question : 43

Which data security threat is characterized by encrypting data and demanding money in exchange for the decryption key?

A. Phishing

B. Ransomware

C. Denial of Service (DoS) attack

D. SQL injection

Ans - B

Question : 44

Which mobile operating system is known for its focus on security and privacy?

A. iOS

B. Android

C. Windows Phone

D. BlackBerry OS

Ans - A

Question : 45

What is the purpose of a CAPTCHA?

A. To verify human users

B. To encrypt internet traffic

C. To prevent DDoS attacks

D. To scan for malware

Ans - A

Question : 46

Which cybersecurity practice involves creating multiple copies of data for safekeeping?

A. Encryption

B. Data duplication

C. Data integrity

D. Backup

Ans - D

Question : 47

Cyber security is also called as _____ security?

A. Criminal

B. Information Technology

C. National

D. International

Ans - B

Question : 48

Which of the following is valid difference between a virus and a spyware?

A. Spyware damages data and also steals sensitive private information

B. Virus damaged data, spyware steals sensitive private information

C. Spyware damages data, virus steals sensitive private information

D. Virus damages data and also steals sensitive private information

Ans - B

Question : 49

Which of these is an antivirus program type?

A. Kaspersky

B. Quick heal

C. Mcafee

D. All of the above

Ans - D

Question : 50

Under information security, CIA stands for _____.

A. Criminal, Investigation, Agency

B. Confidentiality, Integrity, Availability

C. Cost, Information, Agency

D. Credit, Integrity, Assessment

Ans - B

MASTER IN COMPUER KNOWLEDGE

RI, ICDS, ARI, AMIN,SFS, LI, FORESTER, FOREST GUARD

DBMS

Database Management System

CLASS - 41

DBMS

A database management system (DBMS) is software for creating and managing databases. A DBMS makes it possible for end users to create, protect, read, update and delete data in a database.

What is Data?

Data is a collection of a distinct small unit of information. It can be used in a variety of forms like text, numbers, media, bytes, etc. it can be stored in pieces of paper or electronic memory, etc. It is also called raw facts and figures.

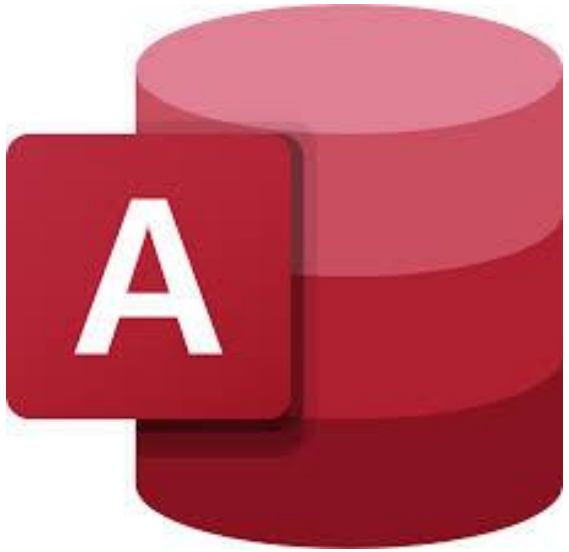
What is Information?

The term Information is defined as a set of data that is processed according to the given requirement in a meaningful way.
To make the information useful and meaningful, it must be processed, presented and structured in a given context.

SOME OF THE DATABASE MANAGEMENT SYSTEM ARE

(1) Microsoft Access : This is the database management system developed by Microsoft. It stores data in its own format based on the Access Jet Database Engine. It also has the facilities like importing or linking directly to data stored in other databases and applications.

(2) MySQL : MySQL is open source database management system, one of the most popular DBMS on the web. It is reliable, fast and also flexible.

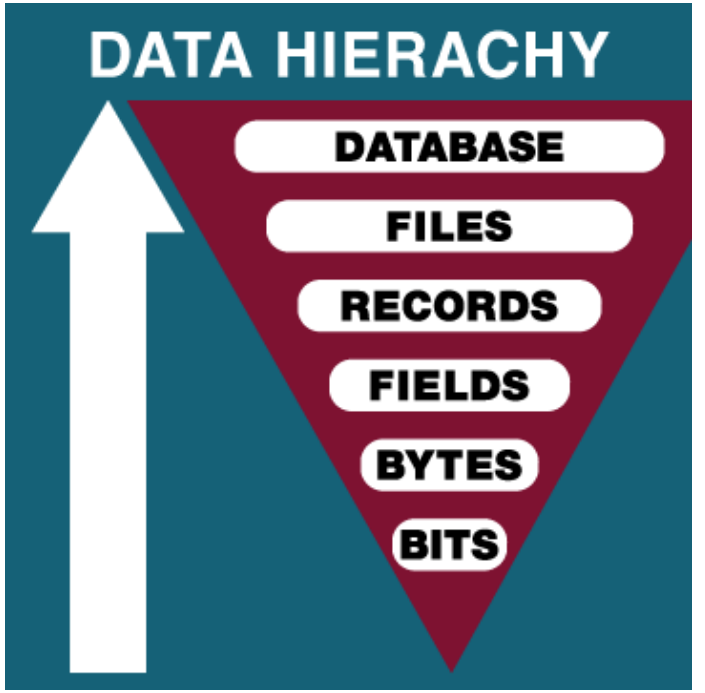


(3) Oracle : Developed by Oracle corporation. It is object relational database management system. Oracle is regarded to be one of the safe DBMS.

(4) Microsoft SQL Server : Microsoft developed this relational database server. The primary function of this software is to store and retrieve the data as requested by other applications, whether those applications are on the same computer or running on other computers across the network (including internet).

Hierarchy of Data in a Database

1. Bit
2. Byte
3. Field
4. Record
5. Table
6. Database
7. DBMS



TYPES OF DATABASE MODEL

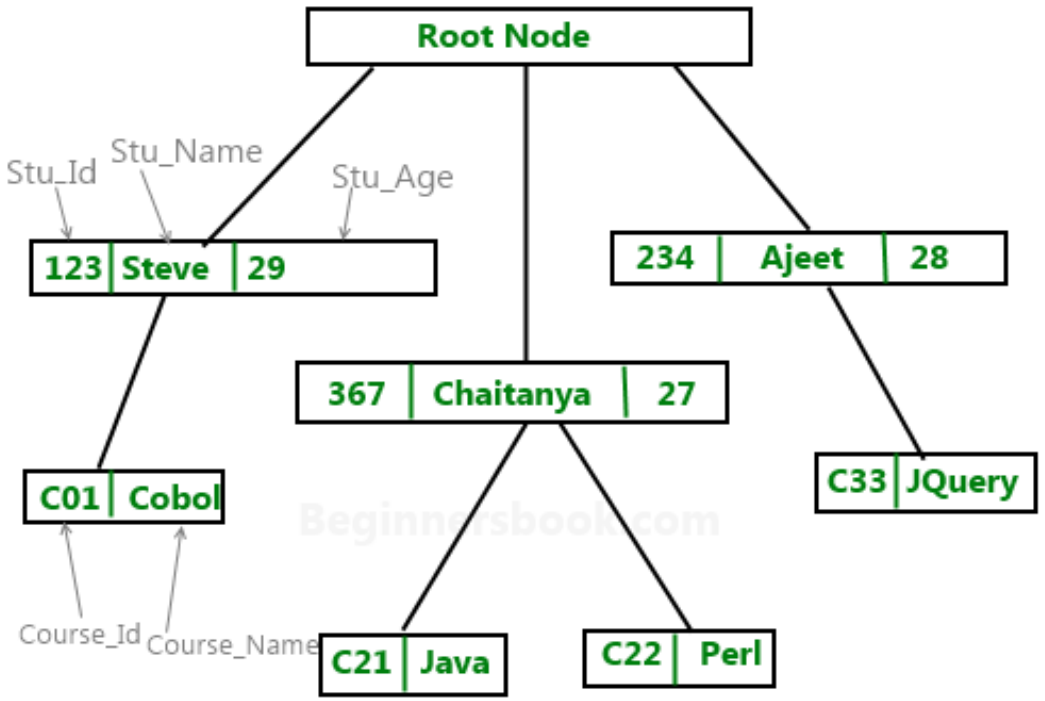
A Database model defines the logical design of data. The model describes the relationships between different parts of the data. In database design, Many models have been in use.

(i) Hierarchical Model : In this model each entity has only one parent but can have several children . At the top of hierarchy there is only one entity which is called Root.

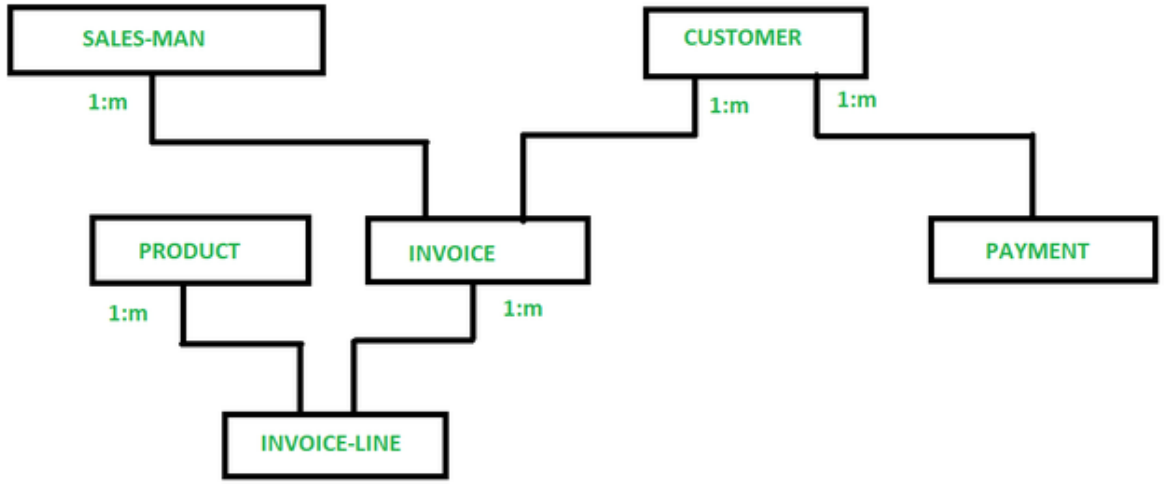
(ii) Network Model : In the network model, entities are organised in a graph, in which some entities can be accessed through several path.

(iii) Relational Model : In this model, data is organised in two-dimensional tables called relations. The tables or relation are related to each other.

Hierarchical Model



Network Model

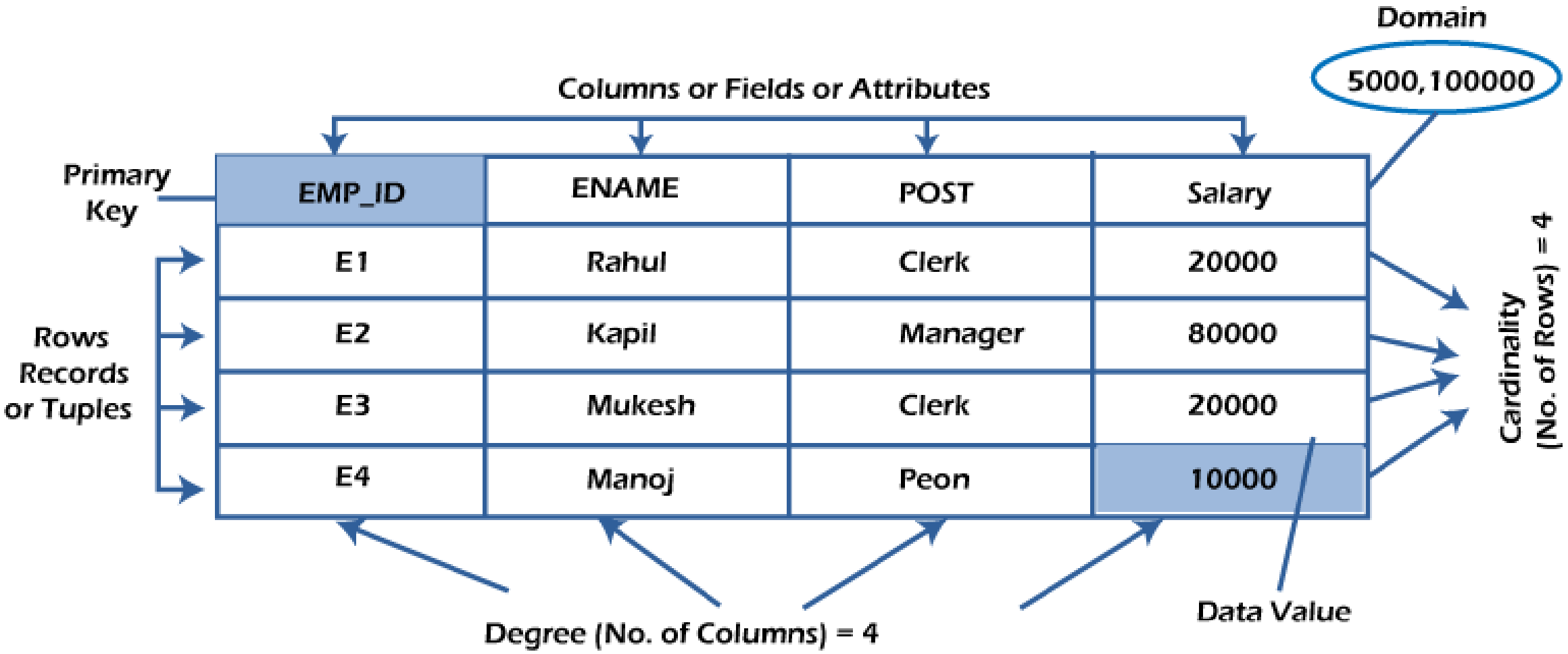


RDBMS

RDBMS stands for Relational Database Management System. All modern database management systems like SQL, MS SQL Server, IBM DB2, ORACLE, My-SQL, and Microsoft Access are based on RDBMS. It is called Relational Database Management System (RDBMS) because it is based on the relational.

How it works ?

A relational database is the most commonly used database. It contains several tables, and each table has its primary key.
Due to a collection of an organized set of tables, data can be accessed easily in RDBMS.


Domain
5000,100000
Columns or Fields or Attributes
Primary Key
EMP_ID
ENAME
POST
Salary
E1
Rahul
Clerk
20000
E2
Kapil
Manager
80000
E3
Mukesh
Clerk
20000
E4
Manoj
Peon
10000
Rows Records or Tuples
Cardinality (No. of Rows) = 4
Degree (No. of Columns) = 4
Data Value

What is table/Relation?

Everything in a relational database is stored in the form of relations. The RDBMS database uses tables to store data. A table is a collection of related data entries and contains rows and columns to store data. Each table represents some real-world objects such as person, place, or event about which information is collected. The organized collection of data into a relational table is known as the logical view of the database.

Let's see the example of the student table.

ID	Name	AGE	COURSE
1	Ajeet	24	B.Tech
2	aryan	20	C.A
3	Mahesh	21	BCA
4	Ratan	22	MCA
5	Vimal	26	BSC

What is a row or record?

A row of a table is also called a record or tuple. It contains the specific information of each entry in the table. It is a horizontal entity in the table.

Let's see one record/row in the table.

ID	Name	AGE	COURSE
1	Ajeet	24	B.Tech

What is a column/attribute?

A column is a vertical entity in the table which contains all information associated with a specific field in a table. For example, "name" is a column in the above table which contains all information about a student's name.

Name
Ajeet
Aryan
Mahesh
Ratan
Vimal

What is data item/Cells?

The smallest unit of data in the table is the individual data item. It is stored at the intersection of tuples and attributes.

In the below example, the data item in the student table consists of Ajeet, 24 and Btech, etc.

ID	Name	AGE	COURSE
1	Ajeet	24	B.Tech

What is Degree ?

The total number of attributes that comprise a relation is known as the degree of the table.

For example, the student table has 4 attributes, and its degree is 4.

ID	Name	AGE	COURSE
1	Ajeet	24	B.Tech
2	aryan	20	C.A
3	Mahesh	21	BCA
4	Ratan	22	MCA
5	Vimal	26	BSC

Cardinality

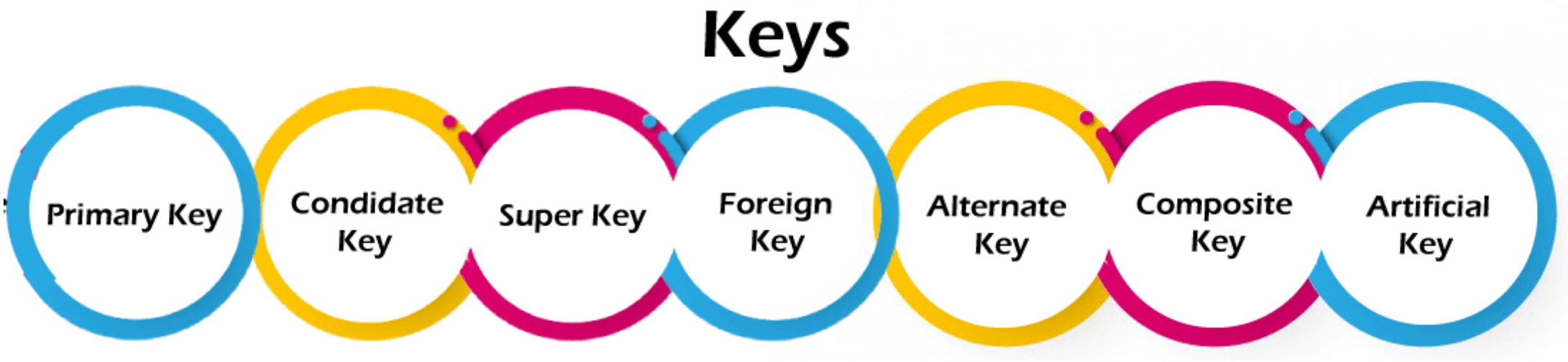
The total number of tuples at any one time in a relation is known as the table's cardinality. The relation whose cardinality is 0 is called an empty table.

For example, the student table has 5 rows, and its cardinality is 5.

ID	Name	AGE	COURSE
1	Ajeet	24	B.Tech
2	aryan	20	C.A
3	Mahesh	21	BCA
4	Ratan	22	MCA
5	Vimal	26	BSC

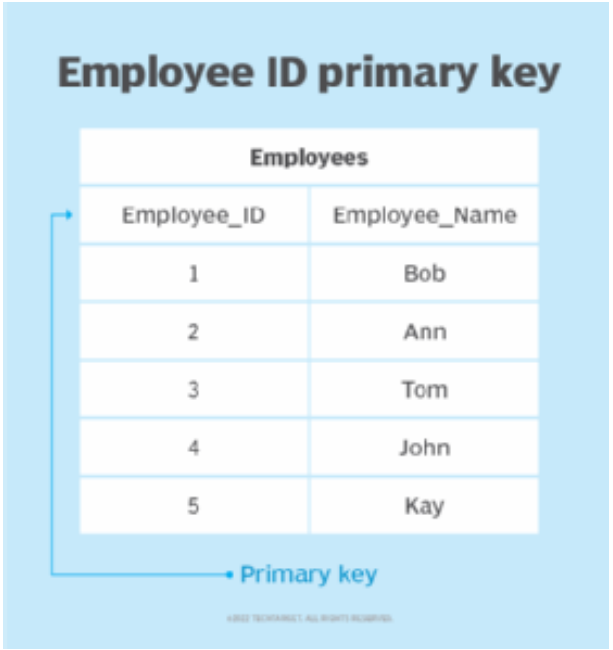
DATABASE KEYS

The key is an attribute or a group of attributes whose values can be used to uniquely identify an individual entity in an entity set. Types of keys are described below:



Primary Key

- The Primary Key can’t be a duplicate. A table cannot have more than one primary key. It must not be null.
- For example Employee(EID, First Name, Last Name, SIN, Address, Phone, BirthDate, Salary, DepartmentID) – EID is the Primary key.



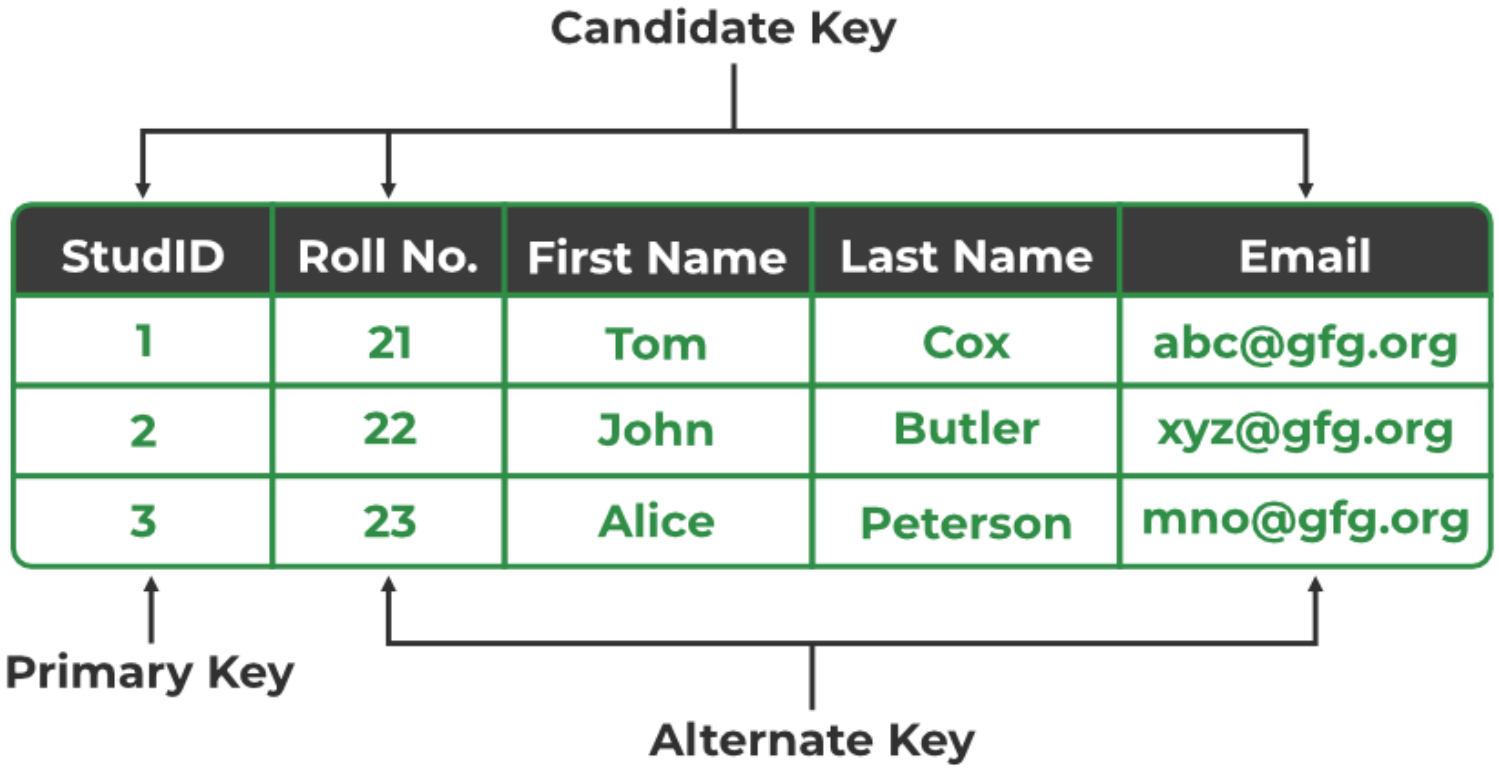
STUDENT_DETAILS

Roll_no	Name	Marks
101	X	34
102	Y	46
103	Z	94

Primary Key

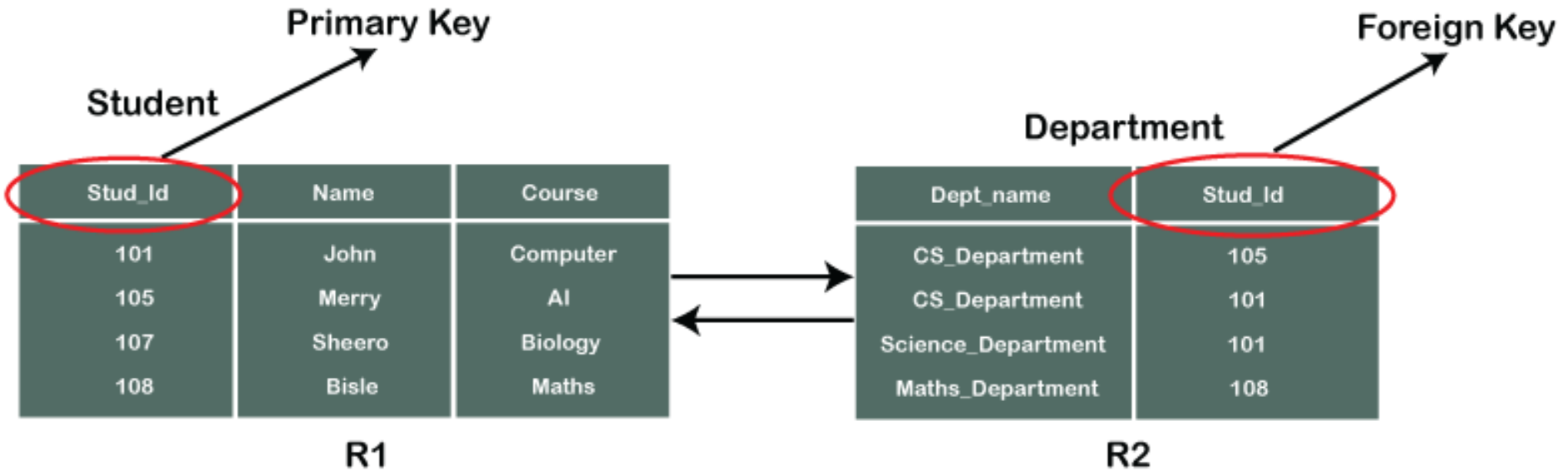
Candidate Key

A candidate key is a column or a combination of columns that uniquely identifies each row in a table.



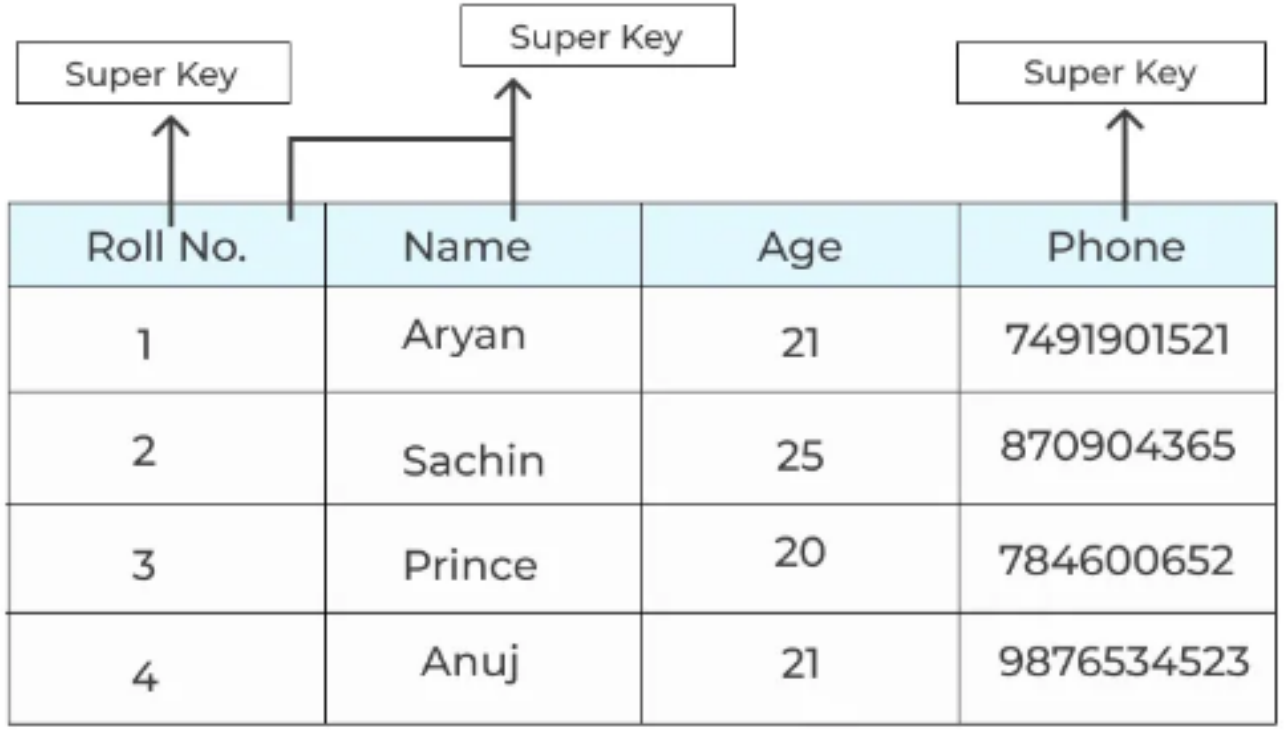
Foreign Key

- Foreign Keys are the column of the table which is use to point to the primary key of another table.
- Both foreign and primary keys must be of the same data type
- For example: Employee(StudentID, First Name, Last Name, Course, Address, Phone, Birth Date) – StudentID is the Foreign key.

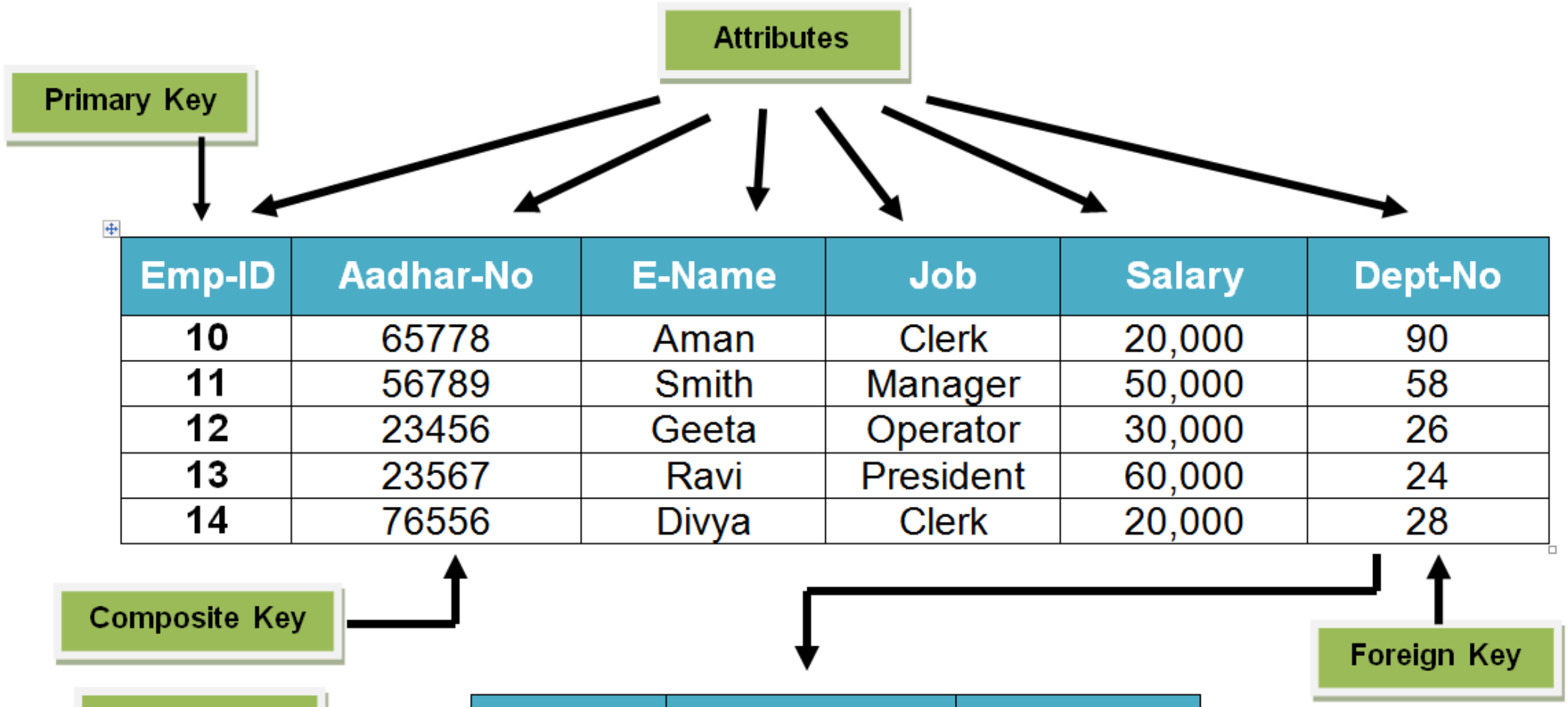


Super Key

A super key is a group of single or multiple keys which uniquely identifies rows in a table.



Roll No.	Name	Age	Phone
1	Aryan	21	7491901521
2	Sachin	25	870904365
3	Prince	20	784600652
4	Anuj	21	9876534523



Emp-ID	Aadhar-No	E-Name	Job	Salary	Dept-No
10	65778	Aman	Clerk	20,000	90
11	56789	Smith	Manager	50,000	58
12	23456	Geeta	Operator	30,000	26
13	23567	Ravi	President	60,000	24
14	76556	Divya	Clerk	20,000	28

Dept-No	D-Name	Location
90	Marketing	Delhi
58	Shipping	London
26	IT	New York
24	Executive	Paris
28	Office	Banglore

Important Term To Remember

TABLES: Refers to data arranged in rows and columns. A spreadsheet, for example, is a table. In relational database management systems, all information is stored in the form of tables.

FIELDS : The smallest unit of information about a record in a datbase is called field.

RECORD: A complete set of information. Records are composed of fields, each of which contains one item of information. A set of records constitutes a file.

QUERIES: In everyday language, a query is simply a request for information. Similarly, the meaning of a query in database management is a request for data. If you need to access, manipulate, delete, or retrieve data from your relational database, you'll need a database query written using a specific syntax.

FORM : A form is a database object that contains different fields. These fields collect information from a source which is collected and stored in a database for further reference.

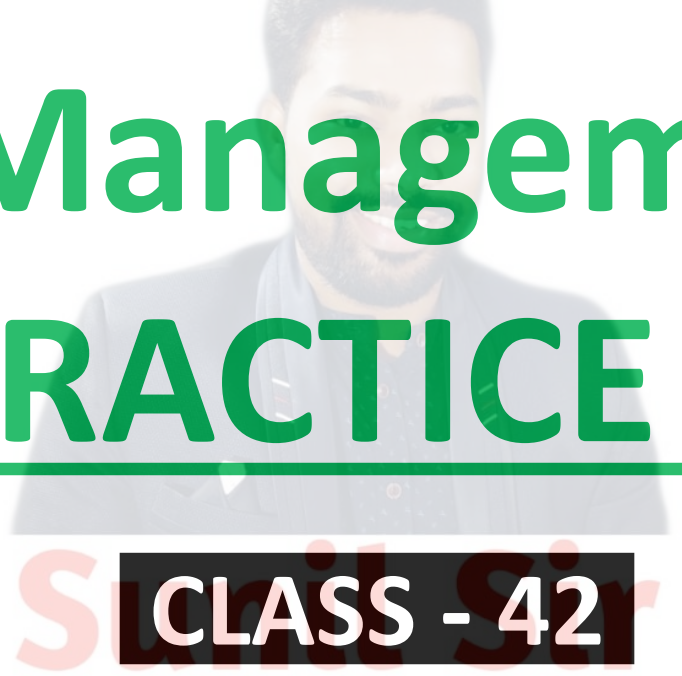
REPORTS : A report is a database object that comes in handy when you want to present the information in your database for any of the following uses: Display or distribute a summary of data.

MASTER IN COMPUER KNOWLEDGE

RI, ICDS, ARI, AMIN,SFS, LI, FORESTER, FOREST GUARD

Database Management System

45 PRACTICE MCQ



CLASS - 42

Question : 1

What is a database ?

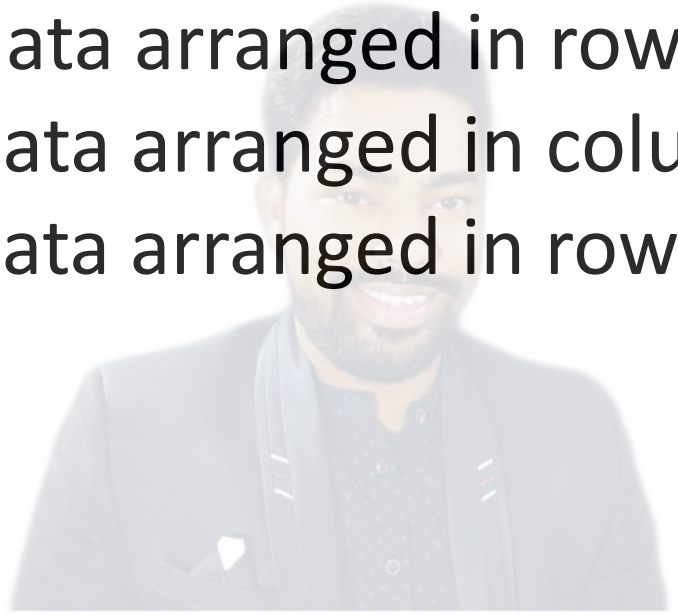
A. It is a collection of data arranged in rows

B. It is a collection of data arranged in columns

C. It is a collection of data arranged in rows and columns

D. All of the above

Ans - C



Question : 2

Which key must be Unique?

A. Alternate

B. Primary

C. Candidate

D. Foreign

Ans - B

Question : 3

A collection of unprocessed items is _____.

A. information

B. data

C. memory

D. Reports

Ans - B

Question : 4

Relational databases are _____ oriented.

A. method

B. table

C. objects

D. Program

Ans - B

Question : 5

_____ represents raw facts, whereas _____ is data made meaningful.

A. Information, reporting

B. Data, information

C. Information, bits

D. Records, bytes

Ans - B

Question : 6

A collection of interrelated files in a computer is a _____.

A. file manager

B. field

C. record

D. database

Ans - D

Question : 7

A tuple is a _____

A. column of a table

B. two-dimensional table

C. row of a table

D. key of a table

Ans - C

Question : 8

The main purpose(s) of a database management program is to

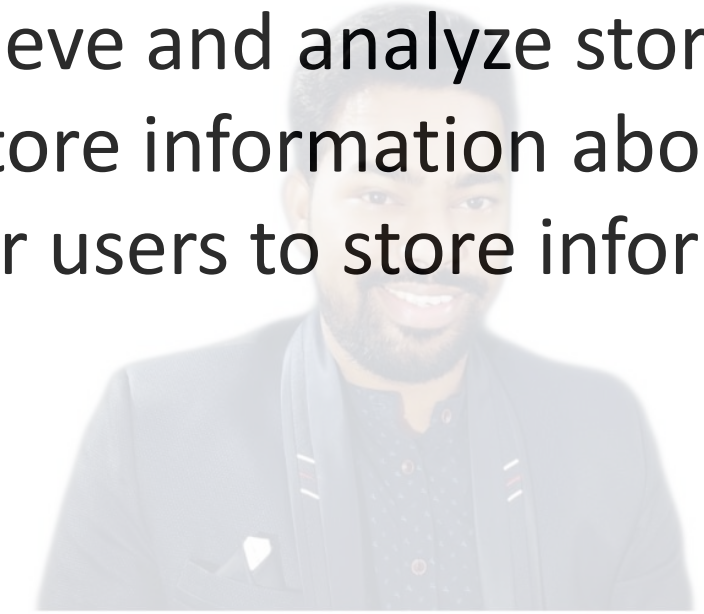
A. allow users to retrieve and analyze stored records.

B. provide a way to store information about specified entities.

C. make it possible for users to store information as interrelated records.

D. a, b, and c above

Ans - D



Question : 9

E-R modeling technique is a

A. top-down approach

B. bottom-up approach

C. left-right approach

D. both top-down and bottom-up

Ans - A

Question : 10

Keys involved in relationship between tables is called ____ .

A. Primary Key

B. Secondary Key

C. Foreign Key

D. A and B

Ans - C

Question : 11

A software system that enables users to define, create, maintain, and control Access to the database.

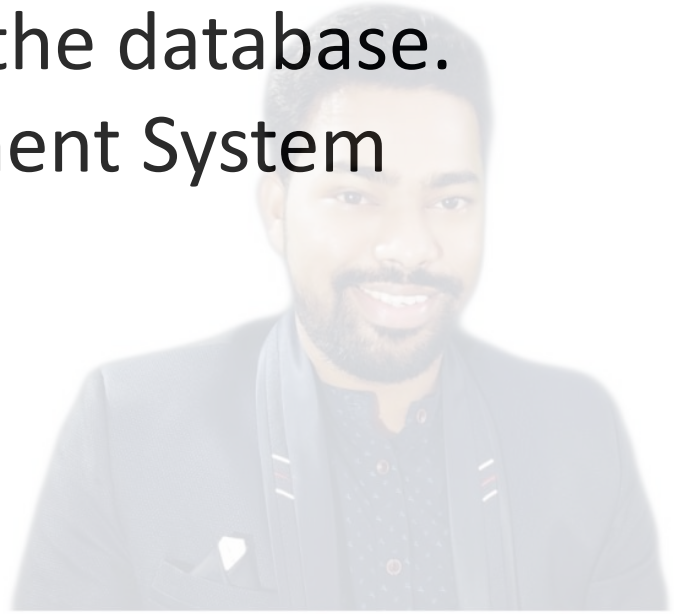
A. Database Management System

B. Data Management

C. Filing system

D. Record

Ans - A



Question : 12

Periodically adding, changing and deleting file records is called file

A. updating

B. upgrading

C. restructiring

D. Renewing

Ans - A

Question : 13

A telephone number, a birth date, and a customer name are all examples of

A. a record

B. data

C. a file

D. a database

Ans - D

Question : 14

Which is the database language.

A. C

B. C++

C. SQL

D. None of these

Ans - C

Question : 15

Which of the following is the drawback of DBMS?

A. Improvement in Data

B. Backup and recovery

C. Complexity

D. Maintenance of Data Integrity

Ans - C

Question : 16

Which of the following objects is/are contained in database?

A. Table

B. Query

C. Form

D. All of these

Ans - D

Question : 17

In Data Base Management System (DBMS), each table is made up of columns and rows called and respectively.

A. Fields and Records

B. Records and Fields

C. Query and Forms

D. None of these

Ans - A

Question : 18

_____ provides the ability to insert tuples into, delete tuples from, and modify tuples in the database.

A. Data Definition Language (DDL)

B. Transaction Control Language (TCL)

C. Data Manipulation Language (DML)

D. Data Control Language (DCL)

Ans - C

Sunil Sir

Question : 19

Two tables can be linked with relationship so that the data integrity can be enforced. Where can you find Relationship Command?

A. Home Tab

B. Create Tab

C. External Data Tab

D. Database Tab

Ans - D

Question : 20

Which type of DBMS stores data in a tree-like structure with parent-child relationships?

A. Hierarchical DBMS

B. Relational DBMS

C. Object-Oriented DBMS

D. Distributed DBMS

Ans - A

Question : 21

Which of the following is an example of a database management system?

A. Microsoft Word

B. Adobe Photoshop

C. MySQL

D. Windows Operating System

Ans - C

Question : 22

What is an attribute in the context of a database?

A. A synonym for a table

B. A keyword used in SQL queries

C. A named column of a table

D. A type of database index

Ans - C

Question : 23

What is a composite key in a database?

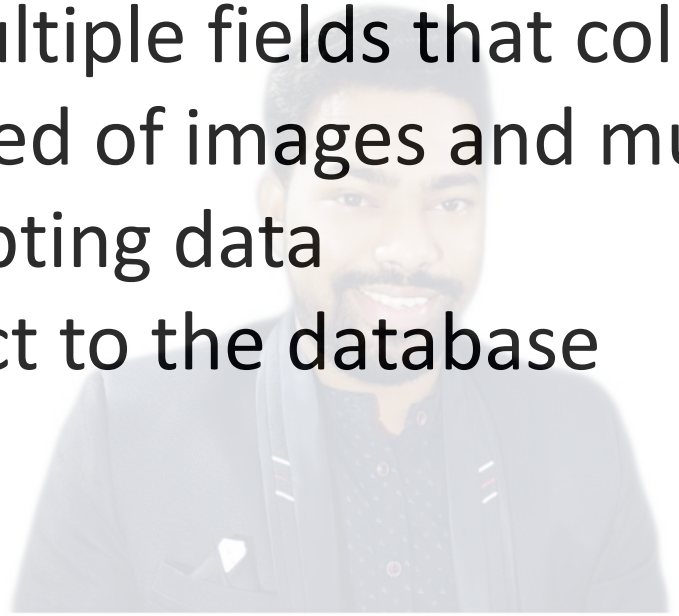
A. A key made up of multiple fields that collectively identify a record

B. A key that is composed of images and multimedia

C. A key used for encrypting data

D. A key used to connect to the database

Ans - A



Question : 24

A computer checks the _____ of username and password for a match before granting access.

A. website

B. network

C. backup file

D. database

Ans - D

Question : 25

In a relational database, a data structure that organises the information about a single topic into rows and columns, is

A. block

B. record

C. tuple

D. table

Ans - D

Question : 26

A collection of related files is called a

A. character

B. field

C. database

D. record

Ans - D

Question : 27

What is a stored question about information in a database ?

A. Query

B. Sort

C. Report

D. Record

Ans - A

Question : 28

Which of the following places the common data elements in order from smallest to largest?

A. Character, file, record, field, database

B. Character, record, field, file, database

C. Character, file, record, field, database

D. Character, field, record, file, database

Ans - D

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Question : 29

A program that generally has more user-friendly interface than a DBMS is called a

A. front end

B. repository

C. back end

D. form

Ans - D

Question : 30

A field that uniquely identifies which person, thing, or event the record describes is a _____ ?

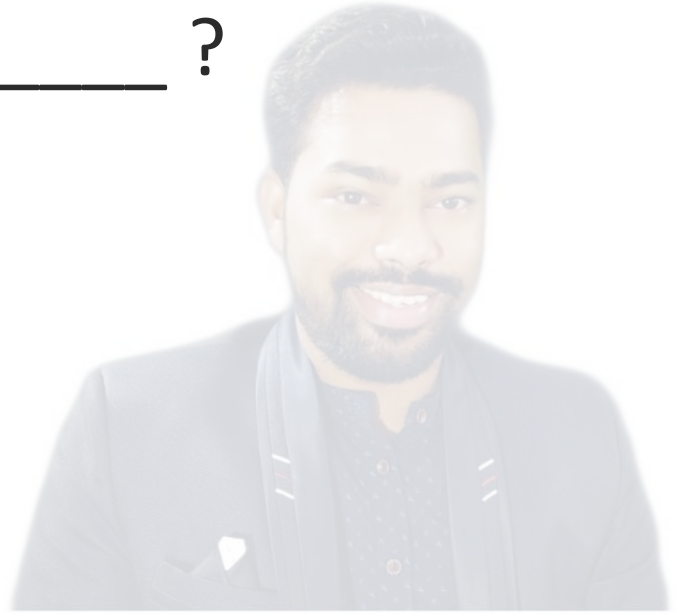
A. file

B. data

C. field

D. key

Ans - D



Question : 31

In database records are called

A. Attributes

B. Entity

C. Tuples

D. Relations

Ans - C

Question : 32

Which is the most popular database model

A. Network Model

B. Relational Model

C. Hierarchical Model

D. Object Oriented

Ans - B

Question : 33

Oracle is a (n) ____

A. hardware

B. high level language

C. operating system

D. RDBMS

Ans - D

Question : 34

In an E-R diagram, an entity set is are represented by

A. rectangle

B. square

C. ellipse

D. Triangle

Ans - A

Question : 35

Which type of data can be stored in the database?

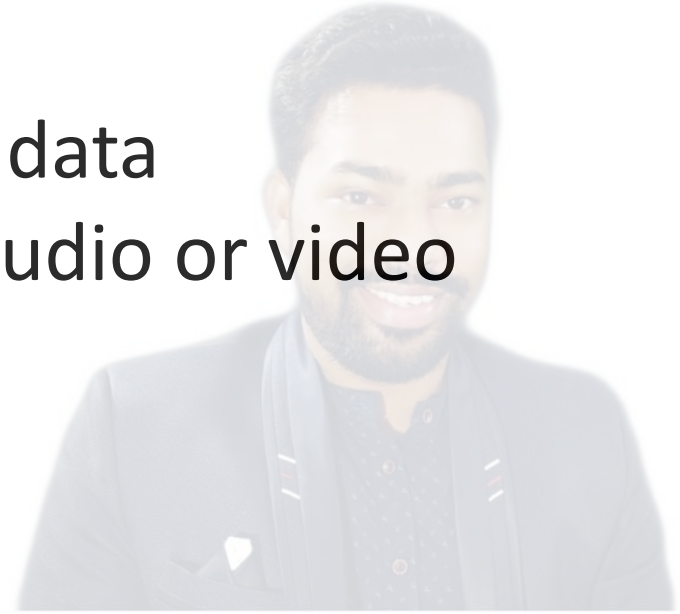
A. Image oriented data

B. Text, files containing data

C. Data in the form of audio or video

D. All of the above

Ans - D



Question : 36

The smallest logical data entity is called a data item or data

A. Field

B. Collection

C. Base

D. Bank

Ans - A

Question : 37

Which of the following contains permanent data and gets updated during the processing of transactions ?

A. Operating System File

B. Transaction file

C. Software File

D. Master file

Ans - D

Question : 38

Example of non-numeric data is ?

A. Employee address

B. Examination score

C. Bank balance

D. All of these

Ans - A

Question : 39

The issues that deals with the collection and use of data about individuals is ?

A. access

B. publicity

C. accuracy

D. privacy

Ans - D

Question : 40

_____ provides total solutions to reduce data redundancy, inconsistency, dependence and unauthorized access of data.

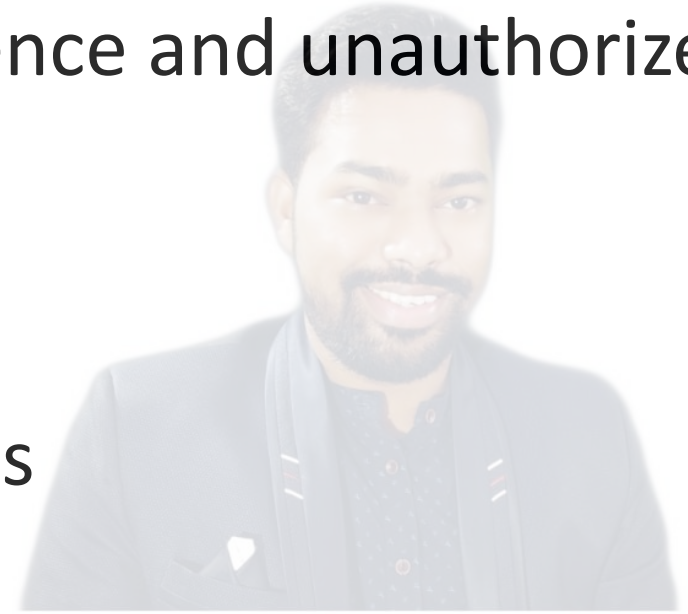
A. DBMS

B. Tables

C. Database

D. Protection passwords

Ans - A



Question : 41

SQL stands for _____.

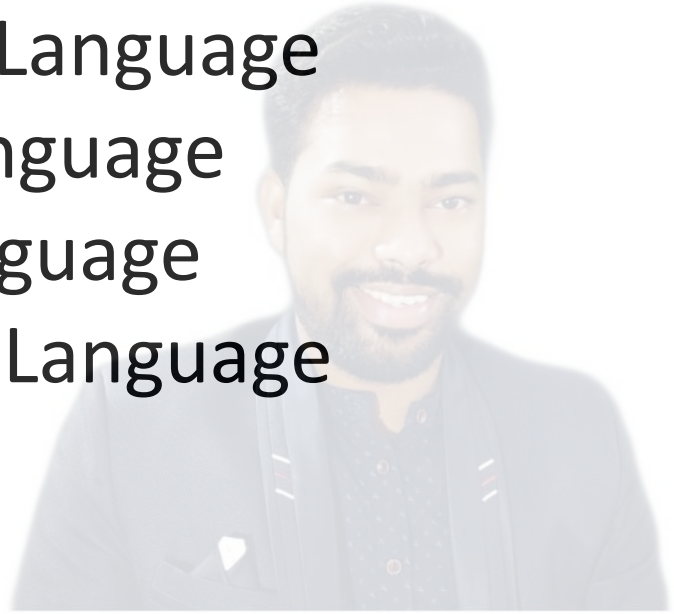
A. Synchronized Query Language

B. Structured Query Language

C. Simplified Query Language

D. Structured Question Language

Ans - B



Question : 42

OODB stands for _____ .

A. Object Oriented Digital Base

B. Offset Oriented Data Base

C. Object Oriented Data Binary

D. Object Oriented Data Base

Ans - D

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Question : 43

RDBMS stands for _____.

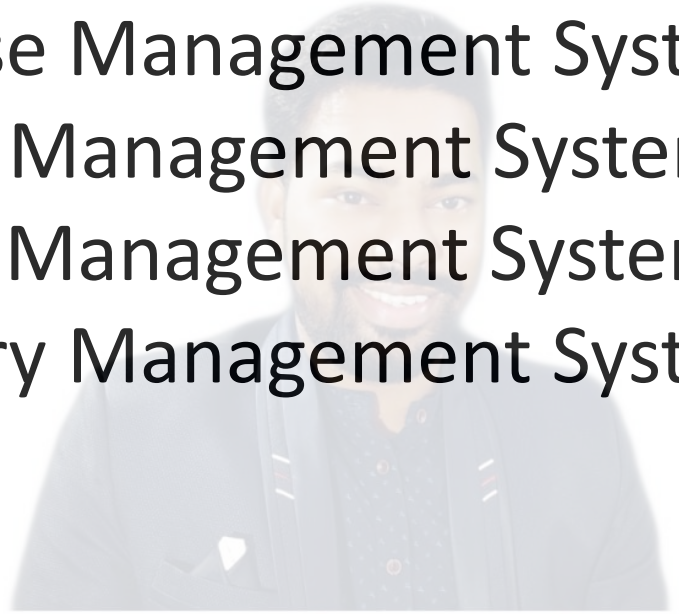
A. Relational Digital Base Management System

B. Restricted Data Base Management System

C. Relational Data Base Management System

D. Relational Data Binary Management System

Ans - C



Question : 44

DBA stands for

A. Database associated

B. Database administrator

C. Database application

D. None of these

Ans - B

Question : 45

DBMS stands for _____ .

A. Database Maintenance System

B. Database Management Syntax

C. Database Management System

D. Digital Management System

Ans - C